

[Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: Notice of Final Payment and Debt Satisfaction

Account Number: [Account Number]

Total Amount Paid: [Amount Paid]

Dear [Debtor Name],

This letter serves as formal acknowledgment that we have received the final payment regarding the above-referenced defaulted debt.

We confirm that the total outstanding balance has been paid in full. As of [Date of Final Payment], the debt is considered satisfied, and your account has been closed. You no longer owe any further financial obligations to [Creditor Name] regarding this specific account.

We will notify the relevant credit reporting agencies within [Number of Days, e.g., 30] days to update the status of this account to "Paid in Full" or "Settled in Full," as applicable.

Please retain this letter for your permanent records as proof of debt satisfaction.

Sincerely,

[Authorized Signature]

[Printed Name]

[Title]

[Company Name]