

Date: [Insert Date]

From:

[Creditor Name/Company Name]

[Address]

[City, State, Zip Code]

To:

[Debtor Name]

[Address]

[City, State, Zip Code]

RE: LETTER OF DEBT SATISFACTION AND RELEASE

To Whom It May Concern,

This letter serves as formal acknowledgement and confirmation that the outstanding debt owed by **[Debtor Name]** to **[Creditor Name]** in the amount of **[\$[Insert Amount]** regarding **[Account Number or Invoice Number]** has been paid in full.

As of **[Date of Final Payment]**, the payment has been received and cleared. We hereby confirm that the debtor has satisfied all financial obligations related to this specific account.

By receipt of this payment, **[Creditor Name]** releases **[Debtor Name]** from any further liability or claims regarding this debt. We will update our internal records to show a zero balance and, if applicable, notify credit reporting agencies that the account has been paid in full/satisfied.

Please retain this letter for your records as proof of payment.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Company Name]