

[Your Name]
[Your Address]
[Your City, State, Zip Code]
[Your Phone Number]
[Date]

[Collection Agency Name]
[Collection Agency Address]
[City, State, Zip Code]

RE: Account Number [Insert Account Number]

To Whom It May Concern,

I am writing to formally request the permanent closure of the above-referenced account. This account has been paid in full as of [Date of Final Payment].

Please provide a formal "Letter of Release" or a "Paid in Full" certificate confirming that the balance is \$0.00 and that no further obligations exist regarding this debt. I also request that you update the status of this account with all three major credit bureaus (Equifax, Experian, and TransUnion) to reflect that the account is closed and the balance is zero.

Please send the requested documentation to my address listed above within 30 days of receiving this letter.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]