

Date: [Insert Date]

To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Account Number: [Insert Account Number]

Settlement Amount Paid: \$[Insert Amount]

Dear [Customer Name],

This letter serves as formal acknowledgment that the above-referenced defaulted account has been paid in full. We have received your final payment of \$[Insert Amount] on [Insert Date].

We confirm that you no longer owe any outstanding balance on this account. The account has been closed in our records and reflects a balance of zero (\$0.00).

We will notify the relevant credit reporting agencies that this account has been "Paid in Full" or "Settled in Full." Please allow 30 to 60 days for this change to reflect on your credit report.

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

Sincerely,

[Your Name/Representative Name]

[Company Name]

[Phone Number]