

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

[Customer Name]
[Customer Address]
[City, State, Zip Code]

RE: Acknowledgment of Settled Account

Account Number: [Account Number]
Settlement Amount Paid: \$[Amount]
Date of Final Payment: [Date]

Dear [Customer Name],

This letter serves as formal acknowledgment that the above-referenced account has been settled in full. We confirm that we have received the final payment of \$[Amount] as agreed upon in our settlement arrangement.

As of [Date], the balance on this account is \$0.00. We consider your obligations regarding this specific debt to be fully satisfied. No further collection action will be taken, and we have updated our internal records to reflect this status.

We will notify the relevant credit reporting agencies that this account has been "Settled in Full" or "Paid in Full" (as applicable) within the next [Number] business days. Please allow some time for your credit report to reflect these changes.

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

If you have any questions regarding this matter, please contact our customer service department at [Phone Number].

Sincerely,

[Authorized Signature]
[Printed Name]
[Title]
[Company Name]