

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

[Date]

[Name of Financial Institution/Collection Agency]
[Department Name]
[Address]
[City, State, Zip Code]

RE: Notice of Account Closure - Settled in Full

Account Number: [Insert Account Number]

To Whom It May Concern,

I am writing to formally request the closure of the above-referenced account. This request follows the final payment made on [Date] in the amount of \$[Amount], which was agreed upon as a settlement to satisfy the debt in full.

Please provide written confirmation within [Number, e.g., 30] days stating that:

- The account has been closed.
- The balance is now zero (\$0.00).
- The debt is considered "Settled in Full" or "Paid in Full."
- No further collections or legal actions will be pursued regarding this account.

Furthermore, I request that you update my credit report with all major credit bureaus (Equifax, Experian, and TransUnion) to reflect that this account is closed and settled.

Please send the final confirmation letter to the address listed above. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]