

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Date]

[Name of Creditor/Collection Agency]  
[Address of Creditor]  
[City, State, Zip Code]

**RE: Notice of Bankruptcy Discharge and Request for Account Closure**

**Account Number:** [Your Account Number]

**Bankruptcy Case Number:** [Your Case Number]

To Whom It May Concern,

I am writing to formally notify you that I have received a discharge in my bankruptcy case, which was filed in the [Insert District Name, e.g., Eastern District of New York] Bankruptcy Court.

Enclosed is a copy of the "Discharge of Debtor" order issued on [Date of Discharge].

As this account was included in my bankruptcy filing, I request that you:

- Immediately update your records to show this account as "Discharged in Bankruptcy" with a \$0 balance.
- Cease all collection activities and communication regarding this debt, as per the permanent injunction issued by the court.
- Update my credit report information with all relevant bureaus to reflect the discharge.

Please provide written confirmation that you have updated my account status and closed this file.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

**Enclosure:** Copy of Bankruptcy Discharge Order