

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

[Date]

[Recipient Name or Department]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

**RE: Account Closure and Balance Waiver for Account Number: [Account Number]**

Dear [Contact Person Name or Customer Service Department],

This letter serves as formal notification that I am surrendering the [property/vehicle/equipment] associated with the above-referenced account, effective [Date of Surrender].

Pursuant to our previous discussions, it is my understanding that [Company Name] has agreed to accept the surrender of this asset as full and final settlement of the debt. Please confirm in writing that:

- The remaining balance of \$[Amount] is hereby waived in full.
- The account is closed with a zero balance.
- No further collection actions will be taken against me regarding this account.
- The status of this account will be reported to the credit bureaus as "Closed - Paid in Full" or "Settled in Full."

Please provide a signed copy of this agreement or a formal "Settlement Letter" confirming these terms within [Number] business days. I have enclosed the [keys/title/access cards] along with this letter.

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]