

Date: [Insert Date]

To: [Recipient Name/Legal Department]
[Company/Firm Name]
[Street Address]
[City, State, Zip Code]

RE: Final Account Closure and Formal Abandonment of Suit

Account Number: [Insert Account Number]

Case Number: [Insert Court Case Number, if applicable]

Dear [Insert Name],

This letter serves as formal notification that the above-referenced account is now closed. Following the final settlement and fulfillment of all outstanding obligations, any and all pending legal actions or suits related to this account are hereby formally abandoned and withdrawn.

Please confirm in writing that:

- The account balance is zero (\$0.00).
- The account has been closed in your internal systems.
- Any legal proceedings, lawsuits, or judgments initiated against [Insert Name] have been dismissed or withdrawn with prejudice.
- Credit reporting agencies will be notified that the account is closed and resolved.

Please provide a "Satisfaction of Judgment" or a "Notice of Voluntary Dismissal" if a suit was previously filed in court. I expect to receive written confirmation of the closure and abandonment within [Insert Number] business days.

Thank you for your prompt attention to this final matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Address]