

Date: [Insert Date]

To:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF LITIGATION FORFEITURE AND DEBT CLOSURE

Account Number: [Insert Account Number]

Total Debt Amount: [Insert Amount]

Dear [Debtor Name],

This letter serves as formal notification regarding the outstanding debt owed to [Creditor Name]. Be advised that legal proceedings previously initiated or contemplated against you are hereby stayed or withdrawn as a result of the forfeiture and closure process outlined below.

As of [Insert Date], [Creditor Name] has elected to cease all active litigation and collection efforts. This decision has been made based on [Reason: e.g., settlement agreement, asset forfeiture, or write-off].

Terms of Closure:

- The aforementioned debt is now considered settled and closed.
- All claims related to this specific account are hereby waived and forfeited by [Creditor Name].
- No further legal action will be pursued regarding this specific balance.

We will update our internal records to reflect a zero balance. Please retain this document as proof that the debt has been satisfied or otherwise discharged. If this debt was previously reported to credit bureaus, we will update the status to "Settled" or "Paid in Full" within [Insert Number] days.

If you have any questions regarding this final notice, please contact our office at [Insert Phone Number].

Sincerely,

[Authorized Signature]

[Printed Name]

[Title]

[Company Name]