

[Creditor Name]

[Creditor Address]

[City, State, ZIP Code]

Date: \_\_\_\_\_

To:

[Debtor Name]

[Debtor Address]

[City, State, ZIP Code]

**Subject: Confirmation of Debt Settlement**

Dear [Debtor Name],

This letter is to confirm that the debt associated with account number **[Account Number]** has been settled in full as of **[Settlement Date]**.

As of this date, there is no further outstanding balance or obligation on this account. Our records reflect a zero balance, and no further collection activity will occur.

Please retain this letter for your records as confirmation of settlement.

If you have any questions or require additional information, please contact our office at [Contact Information].

Sincerely,

---

[Creditor Representative Name & Title]

[Creditor Company Name]