

# Notification of Debt Removal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you that the debt referenced as [insert debt reference number] has been fully satisfied. As a result, I kindly request the removal of this debt from my credit report.

According to our records, the balance was paid in full on [insert payment date]. The payment details are as follows:

- Amount Paid: [insert amount]
- Payment Method: [insert method]

In accordance with the Fair Credit Reporting Act, I respectfully request you to update my credit report to reflect this change at your earliest convenience.

Thank you for your attention to this matter. Please confirm once the debt has been removed from my report.

Sincerely,

[Your Name]