

# Debt Settlement Confirmation

Date: [Insert Date]

To: [Debtor's Name]  
[Debtor's Address]  
[City, State, Zip Code]

Dear [Debtor's Name],

We are pleased to inform you that we have reached a settlement regarding your outstanding debt of [Insert Original Debt Amount].

The terms of the settlement are as follows:

- Settled Amount: [Insert Settled Amount]
- Payment Due Date: [Insert Payment Due Date]
- Payment Method: [Insert Payment Method]

Upon receipt of the settled amount, the remaining balance of your debt will be considered paid in full, and this account will be closed.

Thank you for your cooperation in resolving this matter. If you have any questions, please feel free to contact us.

Sincerely,

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