

Debt Release Confirmation

Date: _____

Collection Agency Name
Address Line 1
Address Line 2
City, State, Zip Code

To Whom It May Concern,

This letter serves to confirm that the debt previously assigned to your agency for collection has been released. The details of the account are as follows:

Debtor Name: _____

Account Number: _____

Debt Amount: _____

Date of Release: _____

We confirm that the above-mentioned account has been settled in full and no further action will be taken regarding this debt. Please update your records accordingly.

If you have any questions or require further information, please do not hesitate to contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]