

Debt Clearance Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm that your debt account with us has been fully cleared as of [Insert Clearance Date]. We appreciate your timely payments and commitment to settling your account.

Account Details:

- Account Number: [Insert Account Number]
- Total Amount Cleared: [Insert Amount]
- Payment Method: [Insert Payment Method]
- Reference Number: [Insert Reference Number]

If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]