

# Subject: Request for Clearance of Debt History

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request the clearance of my debt history associated with account number [Insert Account Number]. I have recently completed all payments in full as of [Insert Payment Date], and I would like to ensure that my credit report reflects this status accurately.

Details of the Payment:

- Account Holder: [Your Name]
- Account Number: [Insert Account Number]
- Total Amount Paid: [Insert Amount]
- Date of Last Payment: [Insert Payment Date]

I would appreciate it if you could provide me with a confirmation of this request and ensure that my records are updated promptly. If there are any forms or additional information required, please do not hesitate to reach out to me at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]