

Debt Clearance Confirmation Request

From:

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

Date: [Insert Date]

To:

[Creditor's Name]
[Creditor's Address]
[City, State, ZIP Code]

Subject: Request for Debt Clearance Confirmation

Dear [Creditor's Name],

I hope this message finds you well. I am writing to formally request confirmation of the clearance of my debt with your institution. I made a payment of [insert amount] on [insert payment date], which I trust has been received and processed by your office.

To date, I have not received official confirmation regarding the status of my payment. As per our previous communications, I would appreciate a written acknowledgment that my debt has been cleared in full.

Please send the confirmation to the address mentioned above or via email at [your email address]. Should you require any additional information to expedite this request, please do not hesitate to contact me.

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

Sincerely,

[Your Name]