**Debt Release Letter: Sample**

**[Creditor]**

Mark Peterson

726 Valley Road,

Chicago Street, 9698

**[Debt collection agency]**

Attention: Apex Collection Agency

62768, Abrams Street.

Texas, 1740 Old Mutual.

**To Whom This May Concern,**

Kindly note that Paul Stevens; Ref no: A124DF5R has made their final payment of $769 for the account number: 292989181. Therefore, you should clear the debt from their account. Kindly notify the credit reporting bureaus and any other credit agencies that the debt has been cleared.

It would be best if you refrained from making any more phone calls to the person mentioned above about this debt. The debt has been cleared, and the client, therefore, does not expect to hear from you except to acknowledge that their account has been paid-in-full. Any other communication may be considered as harassment, which may lead to litigations against your agency.

Kindly confirm the debt release and, after that, delete any information about their account from your records.

**Sincerely,**

**Mark Peterson**