

(Date of Letter)

Credit Bureau  
Attn: Reporting Agent

(Street Address)

(City, State and Zip Code)

RE: Acknowledgment of Payment

Dear Reporting Agent:

This will confirm payment from your agency in the amount of  
\$ (payment received) on behalf of your collection efforts for the  
undersigned, relative to the claim by me against  
(name of individual against whom claim is made). Your services for the  
collection of this amount are deeply appreciated, and this will further  
acknowledge that the amount of \$ (amount owed) is  
(partially or fully) paid. \$ (list remaining amount due) presently  
remains due subsequent to payment.

Should you need any other verification from the undersigned relative to  
payment acknowledgment, kindly advise.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.