«Todays\_Date\_MMMM\_DD\_YYYY»

«Account\_Address\_Block»

File No. «Account\_Number»

Creditor: «CliFile\_Name»

Creditor Reference No. «Client\_Ref\_Num»

Re: File Closure Confirmation

Dear «Field1\_From\_LtrRequest»,

Please allow this letter to serve as your evidentiary documentation that File No. «Account\_Number» is now closed in our office. In addition, please note, we already notified the data furnisher to submit a request to the credit bureaus to expunge any derogatory information previously provided with their next monthly report.

Please contact our office if you have any questions.

Sincerely,

«COLLECTOR\_NAME\_SIGNATURE»

**«Collector\_Pseudonym»**

«X1005\_Signature\_Co\_Line\_1» «X1006\_Signature\_Co\_Line\_2»

P.O. Box 31579, Chicago, IL 60631

P: (847) 259-4700 | F: (847) 259-9434

«X1095\_COLLECTOR\_EMAIL\_CUSTOM»

This is an attempt to collect a debt by a debt collector. Any information obtained will be used for that purpose.

This transmittal may contain confidential information belonging to the sender which is legally privileged and/or exempt from disclosure. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents is strictly prohibited. If you received this transmittal in error, please call the sender immediately to arrange for the return of this letter.