**PAY FOR DELETE REQUEST**

**[Today’s Date]**

**[Recipient (Creditor) Name]**

**[Recipient (Creditor) Company Name]**

**[Recipient (Creditor) Street Address]**

**[Recipient (Creditor) City, State, & Zip]**

**RE: REGARDING THE FOLLOWING ACCOUNT**

**Account Number:** [ ACCOUNT NUMBER ]

**Original Creditor:** [ ORIGINAL CREDITOR ]

**Amount Listed:** $[ AMOUNT LISTED ]

Dear [ RECIPIENT (CREDITOR) NAME ],

I, [ SENDER (DEBTOR) NAME ], am writing this letter to offer your credit department the one-time offer to settle the alleged amount due for $[ OFFER ($) ]. Please note that while I am offering this amount of money to settle the debt, this is **not** my acknowledgment of its liability. However, as I do disagree with the total amount owed, I am willing to agree to settle this debt so long the following circumstances are met:

1. Remove all information regarding this debt from the credit reporting agencies Experian, Equifax, and TransUnion;
2. Payment will be made to satisfy the payment in-full under the Account;
3. This debt will be deleted from your records; and
4. There will be no mention of this debt or settlement to any third (3rd) parties.

If the above-mentioned items are able to be met, I am willing to make payment on this debt immediately. I will only answer to an individual who is an official representative of this Company with the terms of this offer expiring in thirty (30) days upon receipt.

Sincerely,

**[Your Name]**