PAY FOR DELETE LETTER

**[Date]**

**[Recipient’s Name]**

**[Recipient’s Address]**

**[City, State, ZIP Code]**

[Account Number]

[Original Creditor]

[Amount on Credit Report]

**Dear ,**

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am writing this letter to offer your credit department the one-time offer to settle the alleged amount due for $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. 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 as a show of goodwill under the following circumstances:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List the circumstances**

If the above-mentioned items are able to be met, I am willing to make the 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 at the end of**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ days. Feel free to contact me through my email at **[Email]** or at **[Phone Number].**

Sincerely,

**[Sender’s signature]**

**[Sender’s name]  
[Sender’s Address]**

**[City, State, ZIP Code]**