

Pay for Delete (Settlement) Letter

Your Name _____

Your Address _____

Your Phone# _____

Creditor/Collector's Name _____ Date _____

Creditor/Collector's Address _____

Dear Creditor/Collection Manager,

Re: Account Number _____

This letter is in response to your call/letter/credit report entry on <date> for the debt account listed above. I would like to pay off or settle this debt in full and save our time and efforts.

I'd like to notify that I'm not acknowledging or accepting that I owe this debt. This is because the debt hasn't been verified yet. This letter also doesn't imply a promise to pay the debt unless you provide a response as detailed below.

I am aware of the fact that your company can report the debt to the credit bureaus as you find necessary. Moreover, you have the ability to change the account status since you are the information provider.

I am willing to offer \$_____ as payment or settlement of the debt in full in return of your agreement to remove all information on this account from my credit report within 10 calendar days. If you agree to the terms, I shall send you a certified payment of the amount stated above in exchange to have all information on this debt account deleted from my credit report.

I hope you'll also agree to not discuss this offer to any third party (except the original creditor). If you find my offer acceptable, please send me a letter agreeing to the terms. It will be convenient for me if the letter is signed by your authorized agent. The letter should be subject to the laws of my state and treated as a contract.

As per the Fair Debt Collection Practices Act, I have the right to dispute this alleged debt. In case I do not receive your postmarked response within the next 15 days, I shall withdraw the offer and request full verification of this debt.

Please forward your agreement to my address listed above.

Yours sincerely,

Your Signature

Your Name