TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: Pay for Delete Letter

Dear **[NAME]**

I, **[DEBTOR NAME]**, am writing this letter to offer your credit department a 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:

Remove all information regarding this debt from the credit reporting agencies Experian, Equifax, and TransUnion.

Payment will be made to satisfy the payment in-full under the Account.

This debt will be deleted from your records; and

There will be no mention of this debt or settlement to any third (3rd) parties.

If the above-mentioned items can 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,