Sample

**PAY TO DELETE REQUEST**

John Robertson  
100 Adelbert Lane  
Kensington, 06037

Date: March 10, 2018

RE: IN REGARDS TO THE FOLLOWING ACCOUNT

Account Number: 10028733

Original Creditor: Massachusetts General Hospital

Amount Listed on Credit Report: $682.10

Dear Johnson’s Collection Agency,

I, John Robertson, am writing this letter to offer your credit department the one-time offer to settle the alleged amount due for $325. 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:

* Report to all credit agencies that this debt has been paid-in-full or the equivalent best-case scenario to Experian, Equifax, and TransUnion;
* Payment will be made to satisfy the payment made 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 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 at the end of thirty (30) days.
* Feel free to contact me through one of the following:
* E-Mail: JRob@gmail.com
* Phone: (860) 774-3411
* Sincerely,
* John Robertson