



Pay for Delete Letter Template



How to Successfully Use This Template

- 1** Easily Create - Copy and paste the letter into a MS Word or Google document and update it with your info.
- 2** Easily Send - No need for Certified Mail. Just drop this one in the regular mail
- 3** Perfect Tracking – Sign up for [MyFico.com](https://www.myfico.com) to monitor your credit file every step of the way.

If you need professional help, reach out to our friends at [Credit Saint](https://www.credit-saint.com) for affordable credit repair plans with a no-hassle money-back guarantee.

[Date]

[Your Name]

[Your Address]

[Collection Agency]

[Collection Address]

Re: Account Number XXXX-XXXX-XXXX-XXXX

Dear [Collection Company]:

This letter refers to account number: [account number].

The validity of this account is in dispute and this letter is not an acceptance or ratification of the claimed debt. I have received no verification of this debt. This letter does not constitute a promise to pay or a payment agreement except under the terms described below.

I wish to offer a compromise and settlement under the following conditions:

- 1) You agree in writing to accept the offered settlement amount and classify the account as 'payment in full' or 'paid in full'.
- 2) You agree in writing to delete any reference to this collection attempt from all credit bureaus to which it has been reported.
- 3) In return, I will offer to settle this account in the amount of \$ [insert settlement amount].
- 4) This offer is contingent on confidentiality. Any agreement we reach may only be reported to the original creditor, not to the credit bureaus or any other party.

If you accept this offer, please provide a letter of acceptance on company letterhead signed by an authorized representative of [name of collection company]. Upon receipt of this letter, I will pay \$ [insert amount] via [cashier's check, wire transfer, etc].

Please respond to this offer to the above address within fourteen days.

This offer expires fourteen days from the date on this letter.

The Fair Debt Collection Practices Act gives me the right to demand full verification of this debt. If I do not receive an affirmative response within fourteen days I will withdraw this offer and request verification of this debt.

Please send your response to the address above.

Sincerely,

[Signature]

[Name Typed]