# Blank Pay-for-Delete Letter

[Your Full Name]  
[Your Address]  
[City, State, ZIP Code]  
[Date]  
  
[Debt Collector/Creditor Name]  
[Address]  
[City, State, ZIP Code]  
  
Subject: Pay-for-Delete Agreement Request  
  
To Whom It May Concern,  
  
This letter is to negotiate the removal of the following account from all credit bureaus upon payment:  
  
Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
I am willing to pay $\_\_\_\_\_\_\_\_ as full settlement of the account, provided you agree to delete this account from all credit reporting agencies upon receipt of payment. If you agree, please send me the agreement in writing.  
  
This letter is not an acknowledgment of liability.  
  
Sincerely,  
[Signature]  
[Printed Name]  
[Date of Birth]  
[Last 4 digits of SSN]