Letter of Deletion Collection Agency Sample

Account Reference: 4455733623645

To whom it may concern,

I am writing to inform you that I am willing to settle the alleged outstanding debt of: $3,000 on this account, under the condition that it does not appear in any way on my credit report going forward. If you can agree to these terms, payment will be made within 7 working days.

Please note that under Debt Collection legislation I am well within my rights to contest the alleged debt. At this time I feel you have not provided adequate evidence of the original debt, with whom it was with, how the amount was calculated, and how you acquired the right to collect it.

If you fail to respond to this notice within 10 working days I will be forced to withdraw the offer and pursue a full verification of the alleged debt.

I hope we can proceed amicably and that these terms will be of benefit to both parties.

Signed

Mr. D. Washington