**Pay For Delete Templates**

* Your name
* Your address
* Collection agency's name
* Collection agency's address
* Account number
* Alleged amount owed
* Detailed description

Here's a pay for delete letter example.

*(Account Number: XXXXXXXXXXX)*

*(Original Creditor: (creditor name))*

*(Amount as Listed on Credit Report: $XXXX.XX)*

*Dear [Creditor],*

*I am writing this letter to offer your credit department the one-time offer to settle the alleged amount owed. I do not acknowledge any liability for this debt in any form and I retain my right to request a full and complete debt validation from your company.*

*I am willing to pay $XXX.XX of this account if you agree to the following:*

* *Your company will delete all references to this account from my credit profile at the three credit reporting agencies.*
* *Your company will accept this payment to satisfy the debt in full.*
* *You will make no mention of this agreement to outside third parties.*

*If the above-mentioned items are met, I am willing to make payment on this debt.*

*I require your written agreement to these terms on company letterhead and signed by a representative who is authorized to enter into such agreements.*

*I look forward to your response.*

*You can contact me through any of the following methods.*

*(E-Mail Address)*

*(Phone Number)*

*Sincerely,*

*(Your Name)*