**Pay for Delete Letter**

[Your name]

[Your address]

[Date]

[Company Name]

[Company Address]

AC#

To whom it may concern,

(CASH ATTACHED CHECK ONLY IF YOU WILL DELETE ACCOUNT FROM CREDIT REPORT)

As per my conversation with your customer service representative, I am following through on my pledge to settle this debt in exchange for its removal from my credit report. Hence, I am attaching a check for $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to pay off the referenced account under the condition that the account will be removed in entirety from all the three credit bureaus.

If the implied conditions to delete are not acceptable, please return my check. In the event that you cash this check and do not remove the collection from my credit report, this will constitute a breach of contract. I will then have to refer this matter to the Attorney General’s office and proceed with filing suit.

Truly,

[your name]