**Pay for Delete Letter**

[First & last name]  
[Home or mailing address]  
[Telephone number]

[Current date]

[Account number of which you’re looking to settle]

[Creditor or organization name]  
[Creditor’s address]

Dear Sir/Madam,

I’m writing this letter in regards to the amount of debt on the account number stated above. As a result of financial hardship, I am unable to pay back the amount in full. [Here, take the time to explain your hardship so the creditor has a better picture of what’s going on].

I would like to propose an offer to settle this debt for [$ how much you will pay] as a final settlement. In return, I request [what you expect in return; ex: removing late payments on your credit report]. I would also like freedom from any liability associated with the debt of this account. I expect this to appear in my report by stating that the account is now paid in full.

If you are willing to accept this offer, please send me a signed and written agreement. Once I receive this, I will pay the agreed amount within [number of days they can expect your payment]. Please let me know by [a specified deadline].

Sincerely,

[Your Signature]

[Printed Name]