**Pay for Delete Letter**

(First and last name)

(Address)

(Phone Number)

(Account number)

(Date)

(Creditor name and address)

To whom it may concern:

I’m writing this letter to address the debt owed on the account number indicated above. I am unable to pay off this debt in full due to [insert financial situation, life circumstances, and details].

To settle my debt, I propose paying $X as a full and final settlement. In return, I request that you [insert what you’d like in return, i.e. remove late payments from your credit report, document the debt as paid in full].

Please mail me a signed, written agreement if you want to accept my offer. Upon receipt, I will pay $X amount (number proposed) by X date.

Hope to hear from you by X date.

Thank you,

(Insert name and signature)