**Pay for Delete Letter**

Your Name

Address

City, State, Zip Code

Creditor Name

Credit Department

Address

City, State, Zip

Re: Account Number:

Dear Madam or Sir:

I am writing to offer a compromise to settle my outstanding debt with your company in the amount of **[numerical value]**. I am hoping you would be willing to work with me to settle this debt so I may pay it off.

The amount I propose to settle this debt in full is **[amount]**. I would also like to request that you remove any late payment or negative marks regarding this account from my credit report.

I am currently in the process of repairing my credit and attempting to settle several accounts in addition to this one. Unfortunately, I have very limited resources; therefore I am only able to pay those creditors that can meet my terms. I have already reached several agreements with other creditors, and hope we may also be able to come to my proposed agreement.

If your organization is willing to accept my proposal, please read and sign the enclosed letter and send me a copy. Once I receive the signed proposal, I shall send you proposed amount.

Sincerely,

Your name