

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Name of Collection Agency/Creditor]
[Address]
[City, State, Zip Code]

RE: Payment Completion and Request for Credit Bureau Deletion
Account Number: [Your Account Number]
Reference Number: [Reference Number, if applicable]

To Whom It May Concern,

This letter is to confirm that I have fulfilled the terms of the "Pay for Delete" agreement established between [Name of Collection Agency/Creditor] and myself on [Date of Agreement].

As agreed, I have made the payment in the amount of \$[Amount Paid]. This payment was sent via [Payment Method] and cleared on [Date Payment Cleared].

Per our written agreement, the payment of this amount serves as a full and final settlement of the debt. In exchange for this payment, [Name of Collection Agency/Creditor] agreed to completely remove any and all references, tradelines, and information regarding this account from all credit reporting agencies (Equifax, Experian, and TransUnion) within [Number of Days, e.g., 30] days.

Please provide written confirmation that you have contacted the credit bureaus to request the immediate and permanent deletion of this account from my credit reports.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]