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

[Debt Collector's Name]  
[Debt Collector's Address]  
[City, State, Zip Code]

Subject: Proposal for Pay for Delete Agreement

Dear [Debt Collector's Name or "To Whom It May Concern"],

I hope this letter finds you well. I am writing to discuss the account referenced by [insert account number or any identifying information related to the debt], which I understand you are currently overseeing.

I am willing to settle this debt through a payment of [insert payment amount] in exchange for the removal of this account from my credit report. I believe that a positive resolution will be beneficial for both of us, and I genuinely appreciate your consideration of this proposal.

If you agree to this arrangement, please provide written confirmation that, upon receipt of my payment, you will instruct the credit bureaus to remove all references to this debt from my credit report.

Once I receive this agreement in writing, I will proceed with the payment as outlined.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]