

5. REMOVE NEGATIVE DATA

Creditor Name & Address

Date

Subject: Remove Negative Information
 Account Number
 Account Name

I recently received a copy of my Credit Report from (name of credit bureau), and the report shows that my payments to you have been delinquent.

I have resolved all of my past financial problems, and I am now in a position to pay off this debt. However, the payment of the debt will require you to agree to remove all negative information associated with this debt from my credit report. I can make a lump-sum payment of \$ _____, or I can pay installments of \$ _____ per month for _____ months. In either case, the debt will be paid off.

In order for me to make either of these payments, I am asking you to agree to one of these payment plans:

_____ A lump-sum payment; you agree to remove the negative information from my credit history as it relates to this debt.

_____ Installment payments: you agree to re-age this account and remove the negative information from my credit history.

If either of the foregoing is acceptable to you, please initial on the appropriate line above, and sign the Acceptance below. Please return the letter to me in the enclosed envelope.

Sincerely,
(your signature)

Typed Name

In this letter, you name, address, and phone number should be typed at the top of the letter as your letterhead.

We agree to accept this proposal on this _____ day of _____.

By (signature)

Print Name and Title