

Debt Deletion Request Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I hope this message finds you well. I am writing to formally request the deletion of my debt account with you, account number [Insert Account Number], following my recent payment made on [Insert Payment Date].

As per our agreement, my payment of [Insert Payment Amount] has been processed, and I believe that this clears my outstanding balance. I kindly ask that you update your records and confirm the deletion of this debt from my credit history.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need further information.

Sincerely,

[Your Name]