

# Request for Debt Deletion

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

Creditor's Name  
Creditor's Address  
City, State, Zip Code

Dear [Creditor's Name],

I am writing to formally request the deletion of the debt associated with account number [Account Number], which I have recently paid in full as of [Payment Date].

Enclosed are copies of the payment confirmation and any supporting documents related to this account. Given that this debt has been settled, I kindly ask that you update your records accordingly and remove any negative information pertaining to this debt from my credit report.

Thank you for your attention to this matter. I look forward to your prompt response confirming the deletion of this debt.

Sincerely,  
Your Name