

Letter to Negotiate a Settlement

Date

Creditor
Address

RE: Account # _____

Dear Creditor:

I am writing to request assistance in correcting erroneous information pertaining to my accountant # _____ shown on my credit report.

I was involved in a traumatic divorce which necessitated leaving my home. All outstanding accounts were to have been taken care of in the proceedings.

With changes to my address and marital status, perhaps any billings that were sent, concerning unpaid accounts, missed me.

While trying to rebuild my life, I discovered these accounts such as yours that were never settled. I am trying to correct my credit after going through this set back by trying to settle these accounts, and doing the best I can.

The outstanding account # _____ has a balance of \$2846.00 which is a large sum for me at this time.

I am writing to inquire if there is any hope for a reduced amount to satisfy the account in full. In this way I may realistically be able to settle this outstanding balance with you.

I am also concerned about the negative information now on my credit file. I am advised this negative information you have placed on my files could remain in my credit reports for 7 years after payment is made. However, I have the right to remove any information from this credit report through the suppliers of information.

I am requesting, because of my horrible situation, your company notify the Credit Bureaus to delete this account from my files when paid in full, as it does not reflect my personal willingness to pay my debts.

Thank you in advance for your attention to this unfortunate situation.

Sincerely,
Name
Address *