

Formal request for removal after payment

Subject: Request for Collection Account Removal

Dear [Collection Agency/Original Creditor],

I am writing to confirm that I have paid in full the balance owed on account number [Account Number]. As the debt has been satisfied, I respectfully request that you remove the collection entry from my credit report with all major credit bureaus.

This entry no longer reflects my current financial standing and may unfairly impact my creditworthiness. I kindly ask for a written confirmation of the deletion of this account from my records.

Thank you for your cooperation in this matter.

Sincerely,

[Your Name]

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