

Formal Request for Removal of Paid Collection

Subject: Request for Removal of Paid Collection

Dear [Creditor or Collection Agency Name],

I am writing to request the removal of a collection account from my credit report. This account, [account number], has been paid in full as of [date].

Attached, please find proof of payment. I respectfully request that you update my account status with all credit bureaus to reflect this payment and remove any negative reporting associated with this account.

I appreciate your attention to this matter and anticipate your prompt response.

Sincerely,

[Your Name]

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