

## CREDIT DELETION LETTER

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## Introduction

Credit deletion letter is written to someone with unresolved bill payments and because of which lender has to practice the deletion of payments. By the means this credit deletion letter the accredited personality from related lender makes the receiver aware regarding the deletion of his or her credit owing payments.

## Credit deletion letter Tips

Some tips to write good Credit deletion letter

- Always use polite language. You can make use of simple wordings.
- Mention everything in detail amount due, other references, overdue period etc.
- Mention that if the concerned person pays the bills in time then it is going to result into nice accounting records of the person in the bank. Also mention that it is going to help improve your reputation.
- The letter is an official letter; hence it has to be written in professional way.

## Sample Credit deletion letter

From

\_\_\_\_\_  
\_\_\_\_\_

Date

To

\_\_\_\_\_  
\_\_\_\_\_

Subject – Credit deletion letter

Dear Sir/ Madam

We are writing this letter to you regarding the earlier recovering bills letters which you have sent to the bank in order to recover the outstanding bills. Today we would like to inform you that the management committee has decided that old outstanding payments should be cleared. You being among the customers whose payment of rupees 1000/- has remained unpaid for last two years. So the management committee is informing you that this amount is being deleted from the report of outstanding bills of the bank.

But still we would make you a request that if you are willing to improve your credit score then you should make payments of your dues prior to the due date. By doing so request to you, we look forward to have an appropriate accounts transaction of you in our bank.

Thanking You

Yours Sincerely,

Sejal

## Credit deletion letter Template

From

\_\_\_\_\_  
\_\_\_\_\_

Date

To

\_\_\_\_\_  
\_\_\_\_\_

Subject – Credit deletion letter

Dear Sir /madam

This letter is being written to you in respect of the previous recovering bills letters which are sent by you to the bank so as to get payment of the outstanding bills. As of today, we are making you aware about the management committee resolution. The resolution says that the old bills which have remained outstanding have to be cleared. Your payment of Rs. \_\_\_\_\_ (mention the amount) has not been paid from last two years.

So the management informs you that they are deleting this amount of Rs. \_\_\_\_\_ (mention the amount) from their report regarding outstanding bills. However we would like to tell you that it will be really good if you clear the said payment. It will be good for you as your credit rating is going to enhance. This will also help to maintain your good record with the bank.

Thanking you

Name

Signature

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