

Letter of Offer to Reduce Outstanding Balance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position/Title]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the outstanding balance on my account with [Company's Name]. As of today, the total amount due is [Insert Amount]. Due to unforeseen circumstances, I am unable to settle this amount in full.

After careful consideration, I would like to offer a settlement proposal to reduce the outstanding balance. I am prepared to pay [Insert Proposed Amount] as a final payment, which I believe is a fair compromise for both parties.

I appreciate your understanding of my current situation and hope to resolve this matter amicably. Please let me know if you accept this offer, or if you would like to discuss this further. I am looking forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]