

Payment Reduction Offer Letter

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Recipient Address: [Insert Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to discuss your current outstanding balance of [Insert Outstanding Amount] on your account.

In consideration of your financial situation, we would like to offer you a reduced payment plan. We propose that you settle your account with a payment of [Insert Reduced Amount] by [Insert Due Date]. This amount reflects a discount on your outstanding balance, and we hope this offer assists you in resolving your account.

Please confirm your acceptance of this offer by [Insert Deadline to Respond]. If you have any questions or require further assistance, do not hesitate to reach out to us directly at [Insert Contact Information].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]