

Reduced Payoff Offer

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to address your current balance due of [Insert Amount] with [Company Name]. In light of your situation, we would like to propose a reduced payoff offer.

After reviewing your account, we are willing to accept a reduced payment of [Insert Reduced Amount] as a full settlement of your account. This offer is valid until [insert expiration date].

To accept this offer, please make your payment by the due date mentioned above. Once the payment is received, we will consider your account settled in full.

If you have any questions or wish to discuss this offer further, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter. We look forward to resolving this issue promptly.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]