

AMENDED SETTLEMENT PAYOFF LETTER

Date: [Current Date]

Recipient Name: [Debtor Name]

Account Number: [Account Number]

Original Balance: \$[Amount]

Settlement Amount: \$[Amount]

Dear [Name],

This letter serves as an **amendment** to the previous settlement offer dated [Original Offer Date]. We have extended or modified the "Good Through" date regarding the settlement of the above-referenced account.

Subject to the terms below, [Company Name] agrees to accept the discounted sum of \$[Settlement Amount] as full and final settlement of this debt.

NEW DEADLINE: This offer is valid through [New Expiration Date].

PAYMENT TERMS:

- Payment must be received or postmarked no later than [New Expiration Date].
- Payments should be made payable to: [Payee Name].
- Reference Account Number [Account Number] on the payment.

Upon successful clearance of the settlement funds, we will consider the account settled for less than the full balance and will update our records accordingly. Please note that any settlement for \$600 or more below the principal balance may be reported to the IRS as required by law.

If payment is not received by the new "Good Through" date of [New Expiration Date], this amended offer will expire, and the full outstanding balance will become due immediately.

Sincerely,

[Name/Signature]

[Title]

[Company Name]

[Phone Number]