

Date: [Insert Date]

Account Number: [Insert Account Number]

Outstanding Balance: \$[Insert Amount]

Dear [Recipient Name],

Take advantage of this year's tax season to clear your debt for less. We are pleased to offer you an exclusive, one-time Tax Season Discount Settlement on your outstanding account.

The Offer:

We will accept a single payment of **\$[Insert Settlement Amount]** as full and final settlement of your debt. This represents a savings of [Insert Percentage]% off your current balance.

Terms of Agreement:

- Payment must be received by [Insert Expiration Date].
- This offer is valid only during the current tax filing period.
- Upon receipt of the funds, your account will be updated to "Settled in Full."

How to Pay:

You can make your payment via [Insert Payment Methods, e.g., Phone, Website, or Mail].

If you have any questions, please contact our office at [Insert Phone Number]. Don't miss this opportunity to start the new season with a clean slate.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]