

Letter of Resolution for Forgiving Small Balance Debts

Date: [Insert Date]

To: [Debtor's Name]

[Debtor's Address]

[City, State, Zip Code]

Dear [Debtor's Name],

Subject: Resolution of Small Balance Debt

We are writing to inform you that we have reviewed your account with us and have decided to forgive the outstanding balance of [Insert Amount] on your account. This decision is based on our commitment to provide assistance and support to our valued customers.

As of [Insert Date], the amount of [Insert Amount] previously owed will be considered fully forgiven, and you will no longer have any obligations regarding this balance. There will be no further collection efforts made concerning this debt.

We appreciate your past patronage and hope this gesture will help you move forward positively. If you have any questions or require further clarification, please feel free to contact us at [Insert Contact Information].

Thank you for being a valued part of our community.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]