

Bad Debt Write-Off Acceptance

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally acknowledge and accept the write-off of the bad debt associated with your account, with an outstanding balance of [Insert Amount]. After careful consideration, we have determined that this amount is unlikely to be collected.

This acceptance is effective immediately. Please note that by writing off this debt, we are releasing any claims against you for this balance.

If you have any questions or need further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]