

Bad Debt Write-Off Confirmation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To: [Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are writing to inform you that, after thorough consideration, we have decided to officially write off the outstanding balance of [Amount] associated with your account, with the reference number [Referral Number].

This decision was made due to the account being classified as uncollectible as of [Write-Off Date]. We appreciate your previous efforts to settle this balance and understand that circumstances can lead to difficult financial situations.

Please be assured that this write-off will not affect your credit report or standing with us moving forward. If you have any questions or need further assistance, feel free to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]