

Bad Debt Write-Off Declaration

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To Whom It May Concern,

Subject: Declaration of Bad Debt Write-Off

I, [Your Name], represent [Your Company Name] and hereby declare that the following account has been deemed a bad debt and will be written off our books:

Debtor's Name: [Debtor's Name]

Account Number: [Account Number]

Outstanding Amount: [Amount]

Last Payment Received: [Date of Last Payment]

Despite various attempts for collection and communication, the debt has remained unpaid and uncollectible as of the date of this declaration.

This declaration serves to officially document the write-off of this debt for accounting and taxation purposes.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]