

# Bad Debt Write-Off Notice

Date: [Insert Date]

To: [Debtor's Name]

Address: [Debtor's Address]

Dear [Debtor's Name],

We hope this message finds you well. We are writing to inform you that, after extensive attempts to collect the outstanding balance on your account, we have made the decision to write off the debt in the amount of \$[Insert Amount].

The details of your account are as follows:

- Account Number: [Insert Account Number]
- Outstanding Amount: \$[Insert Amount]
- Last Payment Received: [Insert Date]

Please note that this action is a final decision, and your account will be marked as written off in our records as of [Insert Date].

If you have any questions or would like to discuss this matter further, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]