

Bad Debt Write-Off Recognition

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter is to formally recognize the write-off of bad debt associated with your account, number [Account Number]. After extensive review and collection efforts, it has been determined that this debt of \$[Amount] is uncollectible.

Your efforts to settle this debt are appreciated; however, due to circumstances beyond both parties' control, we have no choice but to write off this amount as a bad debt. As a result, we will be updating our financial records to reflect this change.

Please note that this write-off does not affect any agreements or commitments made by either party in the course of this relationship.

We wish you all the best in your future endeavors.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]