

# Letter of Confirmation for Bad Debt Write-Off

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, ZIP]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, ZIP]

Dear [Recipient Name],

We are writing to confirm the write-off of the following bad debt:

- **Debtor Name:** [Debtor Name]
- **Invoice Number:** [Invoice Number]
- **Amount:** \$[Amount]
- **Date of Invoice:** [Invoice Date]
- **Reason for Write-Off:** [Reason]

This decision was made after careful consideration and attempts to collect the outstanding amount.

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]