

Bad Debt Write-Off Acknowledgment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally acknowledge the write-off of the bad debt associated with your account, [Account Number]. After thorough review and consideration, we have determined that the outstanding balance of [Insert Amount] is uncollectible.

Please be advised that this write-off is effective as of [Effective Date]. You are no longer responsible for the payment of this account. If you have any questions or believe this decision warrants further discussion, please feel free to reach out to us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]