

[Date]

[Patient/Client Name]

[Address Line 1]

[Address Line 2]

RE: Approval of Courtesy Fee Write-Off - Account #[Account Number]

Dear [Patient/Client Name],

We are writing to inform you that your request for a courtesy fee adjustment regarding your recent statement has been reviewed and approved.

As a gesture of goodwill, we have applied a courtesy write-off in the amount of \$[Amount]. This adjustment has been applied to the balance associated with [Service Date/Invoice Number].

Please find the updated summary of your account below:

- Original Balance: \$[Amount]
- Courtesy Write-Off: \$[Amount]
- Remaining Balance Due: \$[Amount]

If there is a remaining balance, please ensure payment is received by [Due Date] to keep your account in good standing.

Should you have any questions regarding this adjustment, please contact our billing department at [Phone Number].

Sincerely,

[Sender Name]

[Title]

[Organization Name]