

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Approval of Partial Fee Write-Off - Account #[Account Number]

Dear [Client Name],

We are writing to formally notify you that your request for a partial fee write-off has been approved. After reviewing your account and the circumstances provided, we have agreed to reduce the outstanding balance on Invoice #[Invoice Number].

Adjustment Details:

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

Please note that this is a one-time adjustment. To maintain your account in good standing, the remaining balance of \$[Amount] must be paid by [Due Date].

Payment can be made via [Payment Method/Link]. Once this payment is received, your account for this specific period will be considered settled in full.

If you have any questions regarding this adjustment, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Name of Approver]

[Title]

[Company Name]