

Date: [Insert Date]

To: [Finance Department / Accounts Receivable]

From: [Approving Partner Name]

Subject: Authorization for Internal Write-Off

Dear Finance Team,

I am writing to formally authorize the write-off of the following account balance(s) associated with [Client Name/Project Name].

Account Details:

- **Client/Account Number:** [Insert Number]
- **Invoice Number(s):** [Insert Invoice Numbers]
- **Total Amount to be Written Off:** [Insert Amount and Currency]
- **Reason for Write-Off:** [e.g., Uncollectible debt, Dispute settlement, Administrative error, Professional courtesy]

I have reviewed the history of this account and determined that further collection efforts are no longer viable or in the best interest of the firm. Please ensure that the general ledger is updated accordingly and that the appropriate bad debt or adjustment accounts are debited.

If you require additional documentation or have questions regarding this request, please contact me directly.

Sincerely,

[Partner Signature]

[Partner Name]

[Department/Practice Area]