

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Account Number: [Account Number]

Dear [Client Name],

We are writing to you regarding the outstanding balance on your account for invoice(s) [Invoice Number(s)], totaling \$[Amount].

In recognition of our longstanding professional relationship and as a gesture of our appreciation for your continued loyalty over the years, we have decided to issue a full courtesy write-off for this balance. You are no longer required to make any payment regarding these specific charges.

Please consider your account settled in full for the period mentioned above. This adjustment has already been reflected in our records.

We value your partnership and look forward to continuing our work together. If you have any questions regarding this adjustment, please feel free to contact us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]