

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notification of Year-End Balance Adjustment

Dear [Customer Name],

As we approach the end of the year, we have been reviewing our accounts. We would like to express our gratitude for your continued partnership with [Company Name].

In appreciation of your business, we are pleased to inform you that we have performed a courtesy write-off of the remaining balance on your account, totaling \$[Amount]. Your account balance is now \$0.00.

This adjustment has been made automatically, and no further action is required on your part. This is a one-time gesture intended to start our new fiscal year with a clean slate.

Thank you for choosing [Company Name]. We look forward to working with you in the coming year.

Sincerely,

[Your Name]

[Your Title]

[Company Name]