



Debt Write Off Templates

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April____, 2020

Name and Address of Creditor

Account No:_____

Ladies and Gentlemen:

As you are aware, we are in a national emergency as a result of COVID-19. In accordance with the guidance of federal and state authorities we have closed the doors to our studio. We do not know when the emergency will be lifted and whether we will be able to remain in business.

We have been working hard to manage all of our obligations to our service providers, our creditors and to our community.

However, we are unable to pay the amount of \$_____ which we owe on the above account. We are a small business and we have little cash remaining.

We would be grateful if you would write-off the outstanding balance on our account. We take our financial responsibilities seriously but, given the national emergency and the closing of our studio, we have no funds with which to pay our creditors.

Regards,

Yoga Studio

For further discussion please contact Senders Position/Senders Name

1-800-000-0000 | email@company.com

Mon-Thu 10:00am-6pm, ED | Friday 10:00am-5:00pm