

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

RE: Notice of Account Charge-Off

Account Number: [Last 4 Digits of Account Number]

Dear [Customer Name],

This letter is to formally notify you that your credit card account with [Financial Institution Name] has been charged off as of [Date].

Due to the delinquency of your account, we have closed the line of credit and written off the outstanding balance of \$[Amount] as a loss. Please be advised that a "Charge-Off" is a formal accounting status and does not release you from your legal obligation to repay the debt.

Important Information Regarding This Status:

- **Credit Reporting:** This charge-off status has been reported to the national credit reporting agencies, which may negatively impact your credit score.
- **Collection Activity:** Your account may be referred to an internal recovery department or an external collection agency to pursue the remaining balance.
- **Tax Implications:** If any portion of the debt is settled or forgiven, it may be reportable to the IRS as taxable income.

If you wish to resolve this balance or discuss payment arrangements to prevent further collection actions, please contact our Recovery Department immediately at [Phone Number].

If you have already paid this balance in full or have filed for bankruptcy, please disregard this notice and provide us with the relevant documentation for our records.

Sincerely,

[Sender Name/Department]
[Financial Institution Name]