

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

[Date]

[Financial Institution Name]  
[Credit Card Department]  
[Address]  
[City, State, Zip Code]

RE: Notice of Account Charge-Off

Account Number: [Full Account Number]  
Business Name on Account: [Exact Registered Business Name]

Dear Customer Service Department,

This letter serves as formal notification regarding the above-referenced small business credit card account. Due to [reason for non-payment, e.g., business dissolution, financial hardship, or insolvency], [Business Name] is unable to satisfy the outstanding balance of \$[Total Amount Owed].

We understand that as of [Date of Last Payment/Default], this account is severely delinquent. We are requesting that the institution proceed with the formal charge-off process for this debt. Please update your internal records to reflect the status of this account accordingly.

If there are specific settlement offers or hardship programs available for small businesses that would allow for a partial satisfaction of this debt to avoid further collection actions, please send all documentation in writing to the address listed above.

Please cease all telephonic collection efforts and direct all future correspondence regarding this account to the business mailing address provided.

Sincerely,

[Signature]

[Printed Name]  
[Title, e.g., Owner, Managing Member]  
[Phone Number]  
[Email Address]