

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Subject: Notification of Unpaid Balance Waiver

Dear [Customer Name],

This letter is to formally notify you that [Your Company Name] has elected to waive the remaining unpaid balance on your account, effective as of [Date].

Account Details:

- Account Number: [Account Number]
- Waived Amount: \$[Amount]
- Original Due Date: [Date]

As a result of this waiver, you are no longer required to pay the amount listed above. Your account balance regarding this specific invoice/period has been adjusted to \$0.00. Please note that any new charges incurred after this date will remain your responsibility.

We have updated our records to reflect this change. No further action is required on your part. This waiver is being granted as a [one-time courtesy / result of our recent review / settlement agreement].

If you have any questions regarding this notification, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your past business.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]