

[Date]

[Debtor Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Notice of Administrative Account Closure

Account Number: [Account Number]

Outstanding Balance: \$[Amount]

Dear [Debtor Name],

This letter is to inform you that [Company Name] has completed a review of the above-referenced account. Due to the low outstanding balance remaining, we have determined that further collection efforts are no longer cost-effective for our organization.

As a result, we have administratively closed this account. You are no longer required to make payments toward this specific balance, and we will cease all internal collection activities regarding this debt.

Please note the following:

- This action applies only to the account number listed above.
- Any security interests or liens related to this specific debt are hereby released.
- If this debt was previously reported to credit bureaus, we will update our records to reflect that the account is closed and the balance is zero.

No further action is required on your part. Please retain this letter for your personal records.

Sincerely,

[Sender Name]

[Title]

[Company Name]