

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

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

**RE: Notice of Intent to Cease Collection Efforts and Abandon Legal Action**

Account Number: [Account Number]  
Outstanding Balance: \$[Amount]

Dear [Debtor Name],

This letter serves as formal notification regarding the outstanding debt owed to [Your Name/Company Name] in the amount of \$[Amount].

After a thorough review of your account and your current financial circumstances, we have determined that the debt is currently uncollectible. Consequently, [Your Name/Company Name] has elected to cease all internal collection efforts and will not be pursuing further legal action to recover this specific balance at this time.

Please be advised that while we are abandoning active legal pursuit, this notice does not constitute a formal "Waiver of Debt" or a release of your liability. The debt remains a matter of record. Should your financial situation improve significantly in the future, we reserve the right to re-evaluate our position, subject to applicable statutes of limitation.

We will update our internal records to reflect the "uncollectible" status of this account. No further contact regarding this balance will be initiated by our office following this correspondence.

Sincerely,

[Signature]

[Printed Name]  
[Title/Position]