Debt Write Off Templates

DISCLAIMER
This document includes sample templates that are provided for informational and illustrative purposes only and are not intended to constitute or serve as legal advice. Yoga Alliance does not require or recommend the specific form or content of the sample templates.

If an RYS needs legal advice on any issue, Yoga Alliance recommends seeking legal advice from an attorney. Only an attorney can provide legal advice that is appropriate to your particular situation.

Yoga Alliance is not responsible for any claim, damages, or other liability resulting from your use of or access to this sample template or any other resource provided by Yoga Alliance. This sample template is provided “as is,” and no representations are made that the content is free of error.
April____, 2020

**Name and Address of Creditor**

**Account No:**______

Ladies and Gentlemen:

As you are aware, we are in a national emergency as a result of COVID-19. In accordance with the guidance of federal and state authorities we have closed the doors to our studio. We do not know when the emergency will be lifted and whether we will be able to remain in business.

We have been working hard to manage all of our obligations to our service providers, our creditors and to our community.

However, we are unable to pay the amount of $________ which we owe on the above account. We are a small business and we have little cash remaining.

We would be grateful if you would write-off the outstanding balance on our account. We take our financial responsibilities seriously but, given the national emergency and the closing of our studio, we have no funds with which to pay our creditors.

Regards,

Yoga Studio