

# Application for Credit Note

Date: [Insert Date]

To,  
[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Subject: Application for Credit Note

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a credit note for the invoice #[Invoice Number] dated [Invoice Date]. The reason for this request is [state the reason for the credit note request, e.g., a returned item, overcharge, etc.].

The details of the transaction are as follows:

- Invoice Number: [Invoice Number]
- Date of Transaction: [Transaction Date]
- Amount: [Transaction Amount]
- Description: [Brief Description of Goods/Services]

I have attached all necessary documentation related to this request for your reference.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]