

Claim for Issuance of Credit Note

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Recipient Name

Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally submit a claim for the issuance of a credit note regarding [describe the product or service] purchased on [purchase date], under invoice number [invoice number].

Due to [explain the reason for the claim, e.g., product defect, order cancellation, etc.], I believe I am entitled to a credit note that reflects the necessary adjustments to my account.

Please find attached [mention any supporting documents, if applicable] for your reference. I kindly request that you process this claim at your earliest convenience.

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

Sincerely,

Your Name