

Credit Note Request Submission

Date: [Insert Date]

[Your Name]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Recipient's Name]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: Request for Credit Note

Dear [Recipient's Name],

I am writing to formally request a credit note for [insert reason, e.g., returned goods, overbilling, etc.]. The details of the transaction are as follows:

- Invoice Number: [Insert Invoice Number]
- Date of Purchase: [Insert Purchase Date]
- Amount: [Insert Amount]
- Description: [Insert Description]

According to our records, the aforementioned transaction warrants the issuance of a credit note due to [briefly explain reason]. I have attached all relevant documentation for your reference.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]