

# Demand for Credit Note

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a credit note for [specific product/service description] purchased on [purchase date] under invoice number [invoice number].

Due to [reason for demand, e.g., incorrect items, overcharging, etc.], I believe a credit note is warranted to resolve this matter.

Please process this request as soon as possible. I appreciate your urgent attention to this issue and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]