

# Letter of Inquiry for Credit Note Issuance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the issuance of a credit note for invoice number [insert invoice number], dated [insert date]. After reviewing our records, I noted that [briefly explain the reason for requesting the credit note, e.g., returned goods, pricing adjustments, etc.].

We kindly request that you process the credit note at your earliest convenience. Please let us know if you require any further information or documentation to facilitate this request.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]