

Request for Credit Note Issuance

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

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

Dear [Recipient's Name],

I am writing to formally request the issuance of a credit note for the recent transaction dated [Transaction Date]. The details of the transaction are as follows:

- **Invoice Number:** [Invoice Number]
- **Amount:** [Amount]
- **Reason for Credit Note:** [Reason]

As per our discussions, I believe that a credit note is warranted due to [brief explanation of the issue, e.g., returned goods, overpayment, etc.].

Thank you for your attention to this matter. I look forward to your prompt response and the issuance of the requested credit note.

Sincerely,
[Your Name]