

Request for Issuance of Credit Note

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the issuance of a credit note for [briefly explain reason, e.g., a returned product, an overpayment, etc.].

Details of the transaction are as follows:

- Invoice Number: [Invoice Number]
- Transaction Date: [Transaction Date]
- Amount: [Amount]

I appreciate your attention to this matter and look forward to receiving the credit note at your earliest convenience.

Thank you for your prompt assistance.

Sincerely,

[Your Name]