

# Account Credit Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supplier's Name]

[Supplier's Company]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I am writing to formally request a credit adjustment on our recent transactions, specifically regarding [brief description of the issue].

Invoice Number: [Insert Invoice Number]

Transaction Date: [Insert Date]

Amount: [Insert Amount]

We appreciate your timely assistance in addressing this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company]