Credit Memo Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Credit Memo for [Invoice/Transaction Number]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to issue a credit memo for the invoice/transaction with number [Invoice/Transaction Number] dated [Invoice/Transaction Date]. After careful review of our records, we have identified an error that resulted in an overcharge/incorrect billing on the aforementioned invoice.

I would like to apologize for any inconvenience this may have caused you and assure you that we are taking all necessary measures to prevent such errors from occurring in the future.

Details of the Credit Memo:

Credit Memo Number: [Credit Memo Number]

Original Invoice/Transaction Number: [Invoice/Transaction Number]

Credit Amount: [Amount to be credited]

Reason for Credit: [Briefly explain the reason for the credit]

Please note that this credit will be applied to your account and can be used for future purchases with us. Alternatively, if you prefer, we can process a refund back to the original payment method used for the affected transaction.

Should you have any questions or concerns regarding this credit memo or its processing, please do not hesitate to contact our customer service department at [Customer Service Phone Number] or [Customer Service Email Address]. Our team is ready to assist you with any queries you may have. Once again, we apologize for any inconvenience caused by this error, and we appreciate your understanding. We value your business and strive to provide you with the best possible service. Thank you for your prompt attention to this matter. We look forward to continuing our business relationship on a positive note.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

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