

Standard Credit Memo Letter

Subject: Credit Memo Issuance for Invoice #[Invoice Number]

Dear [Customer Name],

We are writing to inform you that a credit memo has been issued for your account in the amount of [Amount]. This credit is due to [reason: overpayment, returned goods, billing adjustment, etc.] related to Invoice #[Invoice Number].

The credit will be applied to your next invoice or can be refunded upon request. Please contact us if you have any questions or require additional information.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Company Name]

[Contact Information]

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