

Provisional Credit Memo Letter

Subject: Provisional Credit Memo Issued

Dear [Customer Name],

A provisional credit memo has been issued to your account for [Amount] pending verification of [reason, e.g., returned items or billing error].

Once the review is complete, a final credit memo will be issued or the provisional amount adjusted.

We will notify you of any changes.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Company Name]

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