Formal Credit Memo Letter for Billing Adjustment

Subject: Credit Memo â€“ Billing Adjustment

Dear [Customer Name],

Following our recent review, a billing discrepancy was identified on Invoice #[Invoice Number]. A credit memo has been issued for the amount of [Amount] to adjust your account accordingly.

This adjustment will be reflected in your next statement. Kindly acknowledge receipt of this credit memo.

Sincerely,

[Your Name]

[Company Name]

[Contact Information]

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