**CREDIT MEMO**

This is a sample credit memo template that you can make use of whenever there is a need for you to compose one. Make sure to follow the proper format and take note of how it should be properly constructed.

Sample:

[INSERT COMPANY NAME]

[INSERT COMPLETE DATE]

[INSERT CUSTOMER NAME]

[INSERT CUSTOMER’S COMPLETE ADDRESS]

[INSERT CONTACT DETAIL]

We have checked on our records and found out that a total credit in the amount of [INSERT SPECIFIC AMOUNT] appears in our database of credit records for your specific account. The said amount of [INSERT SPECIFIC AMOUNT] will be stored and maintained, you can then make use of this credit amount for forthcoming purchase of [INSERT DETAILS REGARDING GOODS AND SERVICES]. The said purchase will only be effective if you have valid identification card and the copy of your credit statement. By the time of purchase, the total amount will be reflected on your succeeding credit statement.

Please do not initiate any credit transmission or rebate credit memos. This credit memo obtains essential details for authorized and legal credit statement. You may check out on the highlighted fields for new credit additions. Also, take note of the way you are transmitting your credit statements, this will help you in making any necessary changes in order to prevent sending duplicate copies of the same statement. This memo credit memo is a courtesy in order to make you fully aware that the said credit record exists. After you have read this letter, we highly recommend you to double check your credit records to make sure that the records we have corresponds to what you have as well. For further authentication, we request you to contact our [INSERT DEPARTMENT] as soon as possible.

In case you want to file for a reimbursement, we issue a refund through check. However, this depends if there are no other clients awaiting orders or new customer transactions for the entire month. Also, this letter is subject to the provisions of [INSERT ARTICLE AND LAW SECTION]. [INSERT BANK NAME] may contact you for account and credit clarifications on [INSERT TIME AND DATE]. If you are not available for that specific date, let us know in advance so that we can arrange another date for you, otherwise you can communicate to use at [INSERT CONTACT DETAIL] and look for [INSERT PERSONNEL IN CHARGE]. In terms of tax like a Value-Added Tax (VAT), if any of these two elements come forth due to cost share payments to [INSERT ORGANIZATION], shall be deducted in the source at a specific given rates found on the statement and will be invested to the depository.

If you have further questions or clarifications, feel free to contact us at [INSERT CONTACT DETAIL] or you can directly send us an email via [INSERT VALID EMAIL ADDRESS]. We are here to assist you 24/7. Once again, thank you for your business, we look forward in serving you again.

[INSERT NAME OF THE LETTER SENDER]

[INSERT JOB TITLE/POSITION]

[INSERT COMPLETE CONTACT NUMBERS]

[INSERT VALID EMAIL ADDRESS]