

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Title]
[Company Name]

[Company Address]
[City, State, Zip Code]

Subject: Credit Request for [Account Number/Reference]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a credit adjustment for my account regarding [brief description of issue, e.g., a billing error, defective product, etc.].

On [date of transaction], I [describe what happened, e.g., made a purchase, encountered an issue], and since then, I have noticed [explain the reason for the credit request, providing any necessary details or evidence].

I would appreciate your prompt attention to this matter and kindly request a credit of [amount] to be applied to my account. Attached are the relevant documents to support my request.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]