

Company Heading Here

CREDIT MEMO

Customer Name
Customer Address
City, State, Zip

Dear _____:

Our records indicate that a credit in the amount of \$0.00 exists in our records for your account. This amount will be maintained as a credit towards future products and services and will be reflected on your next statement.

This letter is only a courtesy to make you aware that the credit exists, and to ask that you verify your records to be certain that our records are in agreement with each other. If you would prefer a refund via check we can issue a refund if there are no pending orders or anticipated new business activity for this month with us.

Please contact us if you have any questions. As always, thank you for your business!

Name
Title
Business name
Contact phone number(s)
Email address

MESSAGE AND TIP FROM WONDERSHARE

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FIRST NAME Richard	LAST NAME Evans
E-MAIL ADDRESS	PHONE NUMBER

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