

# Credit Memo

**From:**

Company Name  
Address Line 1  
Address Line 2  
Phone: (000) 000-0000  
Email: info@company.com

**To:**

Customer Name  
Customer Address 1  
Customer Address 2  
Phone: (000) 000-0000  
Email: customer@email.com

**Credit Memo No:** CM-0001

**Date:** 2024-06-20

**Reference Invoice:** INV-1023

**Reason for Credit:** Overcharge Correction

Description	Quantity	Unit Price	Overcharged Amount	Credit Amount
Product/Service Name	5	\$100.00	\$20.00	\$100.00
Total Credit			\$100.00	

**Remarks:**

This credit memo is issued to correct an overcharge identified on your original invoice.

\_\_\_\_\_  
Authorized Representative