

Debit Note

For Incorrect Billing of Expense

From:

ABC Company Ltd.
123 Main Street
City, State ZIP
Phone: (123) 456-7890
Email: info@abccompany.com

To:

XYZ Services Pvt. Ltd.
987 Business Road
Another City, State ZIP
Phone: (987) 654-3210
Email: accounts@xyzservices.com

Debit Note No.: DN-2024-002

Date: 2024-06-22

Reference Invoice No.: INV-2024-055

Subject: Debit Note for Incorrect Billing of Expenses on Invoice INV-2024-055

Dear Sir/Madam,

This is to inform you that we have noticed an overcharge in the expense stated on the above referenced invoice. The details of the incorrect billing are provided below:

Description	Invoice Amount	Correct Amount	Difference
Consulting Services Fee (May 2024)	\$2,500.00	\$2,000.00	\$500.00
Travel Expense Reimbursement	\$650.00	\$500.00	\$150.00
Total Debit Amount			\$650.00

Kindly issue a credit note for the above excess charged or adjust the amount in our next bill/payment.

Thank you for your immediate attention to this matter.

Authorized Signature:

ABC Company Ltd.

Important Notes:

- This Debit Note serves as a formal request for correction of billing errors.
- Attach relevant supporting documents and a copy of the original invoice.
- Ensure both parties retain copies for future reference and audit purposes.
- Prompt resolution helps maintain smooth business relationships.
- Contact accounts@abccompany.com for any clarifications required.