

Debit Note

Date: 05 June 2024	Debit Note No.: DN/EXP/2024/0021
Issued By: XYZ Pvt. Ltd. 123 Business Place, Cityname, Country	Issued To: ABC Corporation 789 Market Road, Cityname, Country

Subject: Debit Note for Overcharged Expenses

Dear Sir/Madam,

This is to bring to your notice that certain expenses were overcharged in the previously issued invoice, as detailed below. Kindly verify and initiate necessary adjustments.

Description	Invoice Ref	Invoice Date	Overcharged Amount
Travel Expenses	INV/045/2024	28 May 2024	USD 150.00
Accommodation	INV/045/2024	28 May 2024	USD 200.00
Total Overcharged			USD 350.00

Please adjust the above overcharged amount from the next invoice/payment cycle. For any queries or clarifications, contact us at info@xyz.com or call +123-456-7890.

Thank you for your attention and cooperation.

For XYZ Pvt. Ltd.

Authorized Signatory

Important Notes:

- This debit note is issued to rectify overcharged expenses from a previous invoice.
- Retain this document for your accounting and audit purposes.
- Any disputes regarding this note should be raised within 7 days of receipt.
- Adjustment should be made in the subsequent invoice/payment.
- This document is not a demand for payment, but for adjustment.