

**ABC Corporation Ltd.**

123 Business Avenue

City, State ZIP

Phone: (123) 456-7890

Email: info@abccorp.com

**Debit Note No:** DN-2024-001**Date:** 2024-06-18**Reference:** Expense Report #EXP-8023**To:**

John Doe  
Accounts Department  
DEF Enterprises  
456 Commerce Street  
City, State ZIP

## Debit Note for Unapproved Expense

#	Description	Expense Date	Amount	Remark
1	Hotel accommodation beyond approved duration	2024-06-12	₹5,000	Not approved by manager
2	Restaurant bill - Guest not on company list	2024-06-13	₹2,100	Unapproved guest
<b>Total Amount</b>			<b>₹7,100</b>	

**Reason for Debit:**

The above expenses were not approved as per company policy/guidelines. Kindly credit the total amount indicated above to our account.

**Important Notes:**

- This Debit Note serves as a formal request for recovery of unapproved expenses.
- Please respond within 7 business days of receipt.
- Attach supporting documents for any disputes or clarifications.
- Ensure prompt settlement to avoid further action.