

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	â,15,000	Not approved by manager
2	Restaurant bill - Guest not on company list	2024-06-13	â,12,100	Unapproved guest
Total Amount			â,17,100	

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.