

[Agency Name]
[Billing Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Notification of Agency Volume Placement Credit

Dear [Client Contact Name],

This letter is to inform you that based on the total volume of advertising placements managed by [Agency Name] on your behalf during the period of [Start Date] to [End Date], your account has qualified for a Volume Placement Credit.

As per our service agreement, the credit has been calculated based on the total spend reaching the [Amount/Percentage] threshold. Details of the credit are as follows:

- **Total Eligible Spend:** \$[Amount]
- **Credit Percentage/Tier:** [Percentage]%
- **Total Credit Amount:** \$[Amount]

This credit amount of \$[Amount] will be applied to your next billing cycle, Invoice #[Invoice Number], dated [Date].

Please note that this credit is non-refundable and must be applied toward future media placements or service fees as outlined in our contract. If you have any questions regarding the calculation of this credit, please contact our billing department at [Phone Number] or [Email Address].

We value our partnership and look forward to continuing our successful collaboration.

Sincerely,

[Signature]
[Name of Sender]
[Title]
[Agency Name]