

[Company Name]
[Billing Address]
[City, State, Zip Code]
[Phone Number]

CREDIT MEMO

Date: [Date]
Credit Memo Number: [CM-0000]
Customer Account: [Account Number]

To:
[Customer Name]
[Customer Address]
[City, State, Zip Code]

RE: Early Termination Guarantee Credit

Dear [Customer Contact Name],

This letter confirms that a credit has been applied to your account in accordance with the Early Termination Guarantee clause of your service agreement dated [Original Contract Date].

Based on the early termination of [Service Name/Contract Type] effective [Effective Termination Date], we have calculated the following credit amount:

Original Security Deposit/Guarantee: \$[0.00]
Prurated Refund Amount (if applicable): \$[0.00]
Adjustments/Fees: - \$[0.00]
Total Credit Amount: \$[0.00]

This credit will be applied toward any outstanding balances on your final invoice. If your account maintains a zero balance, a refund check for the remaining credit amount will be issued to your address on file within [Number] business days.

If you have any questions regarding this credit memo, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]
[Your Title]