

CREDIT MEMO

[Company Name]
[Address Line 1]
[City, State, Zip]

Credit #: [CR-00000]
Date: [Date]
Reference Invoice: [INV-00000]

Bill To:

[Customer Name]
[Customer Email]
[Customer Address]

Subscription Description	Service Period	Unused Days	Amount
[Plan Name] - Downgrade/Cancellation Prorated credit for remaining term	[Start Date] - [End Date]	[X] / [Total] Days	-[0.00]

Subtotal: -[0.00]
Tax (0%): [0.00]

Total Credit: -[0.00]

The credit amount will be automatically applied to your next billing cycle.

If you have any questions, please contact [Support Email].