

## CREDIT MEMO

Dear

According to our records, your account currently holds a positive credit balance of \$ . This amount will be factored into your future balance with us.

This is only a notification letter to make you aware of this balance and no action is required on your part. Please do not hesitate to contact us if you have any questions or concerns. It's been a pleasure serving you and we look forward to handling your business in the future!

## DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.