



## Credit Refund Letter

Attention: Accounts Receivable Manager

Subject: Request for Refund

Perform Air International, Inc. currently has a credit balance with your company in the amount of \$. This credit was generated as a result of the return of a product purchased from your company. Below is a recap to assist you in your issue of a refund.

Vendor RMA Number:

Purchase Order Number:

Purchase Date:

Check Number:

Part Number(s) Returned:

Date of Return:

This shipment was sent to Perform Air International, Inc. on a COD basis. If you have any questions regarding this impending credit, please do not hesitate to contact me at (480) 610-3500. Your prompt issue of a refund is greatly appreciated.

Best regards,

Accounting Department