

[Street address]
[Town, postcode]
[Email] · [Phone]

Debit note number: DN-0001
Date: [DD/MM/YYYY]
Original invoice: INV-0052, [DD/MM/YYYY]

[To name]
[Address]

Undercharge on the original invoice: hours and materials agreed on [DD/MM/YYYY] were not included.

Bank: [Bank name] Account name: [Account name]
Sort code: [00-00-00] Account number: [00000000]

VAT registration number: [GB000000000]