

Credit Note Confirmation

Dear [Recipient's Name],

We are writing to confirm the issuance of your credit note, number [Credit Note Number], dated [Date]. This credit note has been generated for the return of [Product/Service Description].

The total amount credited is [Amount], which will be applied to your account. Please retain this document for your records.

If you have any questions or need further assistance, feel free to contact us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]