

# Credit Note Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that a credit note has been issued regarding your recent transaction with us. The details of the credit note are as follows:

**Credit Note Number   Date Issued   Amount**

[Credit Note Number] [Date Issued] [Amount]

This credit note has been issued as a result of [brief explanation of the reason for the credit note]. You can apply this credit to your future purchases or request a refund.

If you have any questions or need further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]