

# Letter of Declaration for Credit Note Issuance

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

## **Subject: Declaration on Credit Note Issuance**

Dear [Recipient Name],

This letter serves as a formal declaration regarding the issuance of a credit note in favor of [Recipient Company Name] for the transaction dated [Insert Transaction Date]. The credit note is issued for the amount of [Insert Amount] due to [brief reason for issuing the credit note].

We confirm that the credit note is valid and can be applied towards future purchases or adjustments as per your records.

Please feel free to reach out to us with any questions or clarifications regarding this matter.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]