

# Credit Note Approval Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that your request for a credit note has been approved. The details of the credit note are as follows:

- Credit Note Number: [Insert Credit Note Number]
- Amount: [Insert Amount]
- Reason: [Insert Reason]
- Date of Issue: [Insert Date]

This credit note can be applied to future purchases or offset against outstanding invoices. Please feel free to reach out if you have any questions or require further assistance.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]