

Dear [Recipient's Name],

We are writing to confirm the receipt of your credit note, numbered [Credit Note Number], dated [Date]. This credit note has been recorded in our system.

Details of the credit note are as follows:

- Amount: [Amount]
- Reason: [Reason for Credit Note]
- Reference Invoice: [Invoice Number]

If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]