

Credit Note Validation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the validation of the credit note issued to you on [Insert Issue Date].
The details of the credit note are as follows:

Credit Note Number	Amount	Reason
[Credit Note Number]	[Amount]	[Reason for Credit]

Please retain this letter for your records. Should you have any questions or require further clarification, feel free to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]