

# Credit Note Verification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

City, State, Zip: [Recipient's City, State, Zip]

Dear [Recipient's Name],

We are writing to confirm the completion of the credit note issued to your account. The details are as follows:

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

This credit note has been successfully applied to your account. Please let us know if you have any questions or require further assistance regarding this matter.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Address]

[Your Phone Number]

[Your Email Address]