

Credit Note Retrieval Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the retrieval of the credit note associated with invoice number [Invoice Number], dated [Invoice Date].

For our records, we kindly ask for your assistance in providing a copy of the credit note at your earliest convenience. This will help us in maintaining accurate financial documentation.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]