

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Notification of Credit Note Issuance - [Credit Note Number]

Dear [Client Contact Name],

This letter is to formally notify you that we have completed our review of the dispute raised regarding Invoice Number [Original Invoice Number], dated [Invoice Date].

Upon internal validation of the details provided, we have approved a credit to your account. We have issued Credit Note Number [Credit Note Number] in the amount of [Currency and Amount] to resolve this matter.

Dispute Resolution Details:

- Original Invoice: [Original Invoice Number]
- Credit Note Amount: [Amount]
- Reason for Credit: [Brief Reason, e.g., Pricing Correction / Returned Goods / Billing Error]

The credit has been applied to your outstanding balance. If the original invoice has already been paid in full, you may apply this credit toward your next payment, or contact our finance department to request a refund.

Attached is a copy of the Credit Note for your records. We apologize for any inconvenience this discrepancy may have caused and appreciate your continued business.

If you have any questions regarding this adjustment, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Company Name]