

## EXAMPLE OF CUSTOMER APPROVAL LETTER

(LETTERHEAD)

Date

Customer's name

Customers Address

Dear Sir/Madam,

Application for Commercial Credit 30-Day Trading Account

Thank you for your recent application for a 30-day commercial credit trading account with our company. I am pleased to confirm that your application has been approved, in accordance with the agreed trading terms of our commercial Credit application, which has been handed to you. Your Account Number is 123456, and all future purchase order/payments/correspondence would quote this number to clearly identify your account. When making payments. Please post all payments direct to (your postal address).

If you have any account enquiry, please contact me immediately on direct line, which is (phone number).

I take this opportunity to remind you that your account is to be maintained as per the Agreed Trading Terms. In the event that your account exceeds the agreed trading terms, then our Commercial Credit Policy requires that your account be placed on hold, and sales over and above these terms are to be on a COD basis, until the account is returned to the agreed trading terms.

The account will remain open, provided an initial order is received within 30 days. An initial credit limit of (amount) has been approved. This will subject to review from time to time, to ensure that the credit limit reflects your monthly purchases and your capacity to service the amount of those monthly purchases. If the account is not used for a period of 6 months, the credit facility will lapse and a new Commercial Credit Application will be required.

Once again, welcome as a customer, and I look forward to a mutually beneficial trading relationship between our two firms.

Regards,