22nd April, 20XX

Confirmation of email sent March 26, 20XX

Mr. Example

Example Address

Dear Mr. Bostwick:

Thank you for requesting a credit account at BUSINESS NAME. We are pleased to extend you £15,000 in credit.

Here are some details concerning your account:

1. You will be billed on the first day of the month.
2. The balance is due within 30 days, interest-free.
3. Any balance owed beyond 30 days will be subject to a 15 per cent annual finance charge.
4. Failure to pay within payment terms will result in legal proceedings.

I have enclosed a brochure describing our credit policies and procedures in more detail. Please call me if you have any questions.

Because you indicated that you plan to expand your sales of XXX, I have also enclosed our spring catalogue with these sections flagged.

Mr. Bostwick, we look forward to filling your orders and satisfying your customers.

Yours sincerely,

Salome Nguru

Sales Manager