

# Letter of Documentation for Continuing Promotional Credit Arrangement

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally document the continuing promotional credit arrangement made between [Your Company] and [Recipient Company]. As per our discussions, we have agreed to extend the terms of the promotional credit to ensure ongoing support and service delivery.

The key terms of this arrangement include:

- Credit Amount: [Insert Amount]
- Duration: [Insert Duration]
- Applicable Services: [List Services]

We believe that this ongoing collaboration will yield mutual benefits and strengthen our respective business operations. If you have any questions or require further clarification, please do not hesitate to reach out to me directly.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]