

Approval of Business Trade Terms

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are pleased to inform you that we have reviewed and approved the proposed trade terms between [Your Company Name] and [Recipient's Company Name]. The details of the agreement are as follows:

- **Payment Terms:** [Insert Payment Terms]
- **Delivery Schedule:** [Insert Delivery Schedule]
- **Pricing Structure:** [Insert Pricing Structure]
- **Trade Limit:** [Insert Trade Limit]

We believe that these terms will facilitate a mutually beneficial relationship and contribute to our future successes.

Please sign and return a copy of this letter to confirm your acceptance of the terms mentioned above. Should you have any questions or require further clarifications, feel free to contact us at [Your Contact Information].

Thank you for your cooperation and we look forward to a fruitful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]