Level: B2 Upper Intermediate

Skill: writing

Formal Email

Read the email and write a proper answer.

Subject: Loan application
Dear Mr Johnson,
Following our phone conversation on Monday, I am delighted to inform you that your application for a business loan has been approved. Please find attached the credit agreement.
Would you please visit our bank tomorrow so that we can sign the paperwork? I would like to remind you to bring with you all relevant company documents.
Kind regards,
Duncan Smith
Account manager
Reale Bank

Write a formal email.
Write **140 - 190** words in an appropriate style.

LIVEWORKSHEETS