

Level: B2 Upper Intermediate

Skill: writing

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Formal Email

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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.