Hi <first name>

Welcome! Your account at <company name> has been opened. Your approved credit limit is <>.

Please review these carefully.

* Monthly statements are mailed on the <day of the month/week> working day each month.
* You are eligible to receive an early payment discount of <discount percent>% on the net amount of the invoice (gross amount less any promotional or other discounts offered) if you pay on or before the cash discount date listed on your invoice.
* A service charge is added each month to invoices that have due balances. Please refer to the amount of these charges in the terms and conditions information provided.

**// If you have an online portal //**

View our terms and conditions at our portal

**// If you do not have a portal //**

Please note that I’ve attached a copy of our terms and conditions for your records.

We at <company name> welcome the opportunity to serve you and look forward to a long and mutually beneficial relationship.

Thanks,

<Sender’s Name>

<Sender’s Position>

<link to portal>