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结算到目前为止, 我公司应收帐尚有二万美元。兹奉上结算报告书一份, 敬请查收为荷。 Enclosed we hand you a statement of account to date, showing a balance of \$20,000 in our favour, which we trust will be found in order. 上开帐目, 现正核对, 如无错误, 将遵照贵公司的指示, 将转入新开的帐户内。 This account is under examination, and if found correct, it shall be carried to a new account, in conformity with your instructions. 您昨日函敬悉。兹遵照贵方请求, 同函附上结算报告书, 敬请惠予查收为荷。 Your favour of yesterday was duly received, and we hand you herewith a statement of your account as requested, which we hope you will find correct. 兹奉上棒铁总价为512,000元清单一份, 恳请列入我公司贷方帐项为荷。 We hand you our account on the bar iron, amounting to \$512,000, which kindly pass to our credit. 请求付款 恳请速予汇款为荷。 an early remittance will be appreciated. 迟付的60美元, 请速予寄下为荷。 Please let us have your check for the \$60 now past overdue. 有鉴于此, 相信贵方将随复函寄来支票, 特此致谢。 With these facts before you, we feel sure that you will send us your check by return mail. Thank you. 我们恳求, 对此部分能速予结帐为荷。 We urge that you make this settlement without delay. 何不立即对此案作一结算? 请在今日将支票随函发出即可。 Why not settle this matter now? Just attach your check to this letter, and send it by todays mail. 催告付款 为加清本帐目, 我方多次催促,

但未有任何效果。所以为收回本帐款项,准备向法院起诉,特此通知。 Having made repeated applications for apyment of this amount without avail, we now give you notice that we shall take out a summons for recovery of the same 下星期一以前未能清结本件款项,不得已,将委任我公司顾问律师处理。 We wish to state that if the account be not paid by Monday next, we shall be forced to place the matter in the hands o four solicitors. 贵方虽多次答应付款结帐,但迄今尚未结清。如在本月底以前,尚未拨款结清,只好委托我公司顾问律师处理。 In spite of your repeated promises to let us have a cheque, we are still without a settlement of your outstanding account, and therefore, unless same is settled by the end of this month, we shall be compelled to hand over the matter to our solicitor. 对于此事,贵方似乎在趁机利用我公司的宽容态度。本函系最后通告所,复函时请汇足够金额,以结此帐,否则只好采取其它途径,特此函告。 As you seem to take advantage of you leniency in this matter, we now give you the final notice that, unless we shall receive a substantial amount on account by return of post, we shall adopt other measures for its recovery. 汇票汇款例文 兹同函奉上支票面额50000元,请记入近藤幸造先生的帐款内,同时请寄收据二份为荷。 Herewith we enclose a cheque, value \$50,000, which please place to the credit of Mr. K.Kondo, and acknowledge receipt to us in duplicate. 依照佐藤先生指示并受其委托,兹奉上即期汇票一纸面额200000元。请贷入该人的帐户为荷。 By order and for account of Mr.Satoh, I hand you enclosed a draft for \$200,000 at sight, which please pass to the credit of his account. 兹奉上面额250000元的支票一张,敬请交付收据

为荷。 I send you herewith a cheque, value \$250,000, receipt of which please acknowledge. 为结清5月1日贵方发票，我们奉上三尾银行汇票面额125000元，惠请记入本公司贷方帐户，并惠请开出收据为荷。 In settlement of your invoice of 1st May, \$125,000, we enclose a draft, on the Mitsuo Bank, for which amount please credit our account and acknowledge receipt. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com