

商务英语写作范文19 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/150/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_150558.htm Dear I have written to you several times over the past three months requesting an explanation on why you have failed to bring your account with us current. By ignoring these requests , you are damaging the excellent credit record you had previously maintained with our company. In addition , you are incurring additional expense to yourself and to us. Unless I hear from you within ten days , I will have no other choice but to turn your account over for collection. I am sorry that we must take such drastic action but I am afraid you leave us no alternative. You can preserve your credit rating by remitting your check today for the amount stated above. 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