

外贸写作之如何写催款信 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/151/2021_2022__E5_A4_96_E8_B4_B8_E5_86_99_E4_c85_151299.htm 如何写催款信 总有一些不良商家做买卖的时候故意拖欠货款，当然也有的是因为资金一时周转不灵，而导致拖欠货款。卖家就得费点心思去讨债了。下面我们就来看看文雅一点的催款方式：催款信的写法。催款信的写作要注意下面一些写作要领：来源

： www.examda.com 1. Choose a firm tone for your letter. 2.

Remind the recipient of your previous collection letters. 3. Remind the recipient of all the necessary details : The amount owed by the recipient The length of time the bill has been overdue The additional amount of late charge if there is any 4. Tell the recipient what kind of legal action will be taken if the final collection effort fails. 下面是一

篇催款信的范文： Dear Sirs I am afraid your failure to settle your account, which is over due for more than six months, will leave us with no alternative but resort to legal proceedings. This is to notify you that unless we receive your check for \$7,550.50 by June 30, we will place your account in the hands of our attorneys for collection.

Yours sincerely, 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