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https://www.100test.com/kao_ti2020/151/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E6_c85_151401.htm A Reply to a Customers

Request for an Extension of Payment Dear Sirs , Thank you for your check for US\$ 500. The balance remaining on your account is now US\$3 000. We understand that you have come across some unexpected financial difficulties and note with due attention your request for an extension. Considering our long-term business relations , we offer you the following payment plan : US\$1 000 by the 15th of the month for the next three months. If you have another plan in mind , please contact us by phone so that we may discuss it. Otherwise , we will expect your next check for US\$1000 on

December 15. Sincerely yours , 参考译文：谢谢你们3 500美元的支票。现在你们账上的欠款尚有3000美元。我们理解你们遭遇未曾预料的财政困难，我们也及时注意到你们延期付款的请求。考虑到我们之间长期的业务关系，我们向你们提供如下支付计划：在此后的三个月内，每月15日支付1000美元。如果你们另有设想，请用电话与我们联系，以便我们讨论。否则，我们将在12月15日期期待着你们下一张1000美元的支票。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