

外贸写作之催款信常用表达 PDF转换可能丢失图片或格式，  
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我们介绍了催款信的写作原则，这次我们来看一些催款信常用的语言表达。

1. 开头语
  - 1) You have not responded in any way to our recent letters about your past due account.
  - 2) We remind you once more of your open account that is now 60 days beyond our terms.
  - 3) Your account is still unpaid in spite of our continual reminders asking for payment or an explanation for your delay.
  - 4) We urgently request that you immediately pay your balance of \$10,000, which has been outstanding since March 8 despite several notices from us.
2. 警告收信人不得拖延来源：考试大
  - 1) You must realize that we cannot afford to carry this debt on our books any longer.
  - 2) Any further delay in paying your balance due cannot be accepted.
  - 3) You can no longer delay payment if you wish to keep your account open.
  - 4) Our next step is to take legal action to collect the money due us.
  - 5) This is unpleasant for both of us and is damaging to your credit rating.
3. 明确最后期限/要求立即付款
  - 1) We must now insist that you send you payment within the next five days.
  - 2) Unless I receive your remittance within the next three days, our attorney will be instructed to start proceedings to recover the debt.
  - 3) If we do not receive remittance within five days from the above date, we will have no choice but to pursue other collection procedures.
  - 4) After April 30, we will have no choice but to cancel your credit and turn your

account over to a collection agency. 4. 结束语 1 ) We look forward to your prompt payment. 2 ) Your immediate response is necessary. 3 ) Whether or not we take legal action is now your decision. 4 ) Please make every effort to ensure that we are not forced to take this drastic action. 5 ) We must hear from you at once to avoid further action. 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](http://www.100test.com)