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Dear Sir, The check received today brings your account up-to-date. We do appreciate the effort you have .made to pay the past-due balance and want to assure you that your credit is now open for the full amount of \$15,000. If, in the course of our writing to you, we have sometimes seemed severe or demanding, I hope you will understand that we, too, are under pressure to keep collections on a current basis, if we are to keep credit costs down and to maintain our low price schedule. Rest assured that we consider you a favoured customer with whom we hope to continue a long and happy business relationship. Very sincerely, 敬启者：今天收到的支票使贵方的帐目重新更新了。我们对贵方在支付过期未付余额方面做出的努力表示感激，同时想向您确定贵方公开信贷的总额为\$15000元。如果在写给贵方的信函中，我们有时有任何言辞激烈或损害双方关系的话，我们希望贵方能给予理解。我们也是在现行的基础上承受着收款的压力。因为我们需要降低信贷成本，保持价格较低的日程表。另外我们还想向您表示，我们认为您是一位受欢迎的客户，我们希望和您继续保持长期愉快的贸易关系。敬上 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