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[https://www.100test.com/kao\\_ti2020/264/2021\\_2022\\_\\_E8\\_8B\\_B1\\_E6\\_96\\_87\\_E5\\_82\\_AC\\_E6\\_c85\\_264359.htm](https://www.100test.com/kao_ti2020/264/2021_2022__E8_8B_B1_E6_96_87_E5_82_AC_E6_c85_264359.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 ,

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