

商务英语email高手-延期付款 PDF转换可能丢失图片或格式，
建议阅读原文

https://www.100test.com/kao_ti2020/284/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_284174.htm

1. 文体介绍买方收到货物的时候也就是付款的时候，对外贸一种付款的方式很多，用得比较多的基本上有三种，即汇款、托收和信用证。付款信是指买方在收到所订货物后，将收货情况、付款方式及金额及时通知卖方。有时候买方因某种原因无法及时付款，也可以写信给卖方要求延期付款，而卖方则根据具体情况同意或拒绝。

2. 实用范例 (1) Subject: Bank Draft Payment
Dear Sirs, The goods under Contract No.555 was delivered here in good order and condition and we are quite satisfied with it. Please find a Bank Draft to the value of US\$ 80,000 for payment of your Invoice No. 1223 sent by airmail. An acknowledgement in due course will be appreciated.
Yours truly, Xxxx

主题：汇票付款
亲爱的先生；
第555号合同项下的货物完好的运抵我处，我们对货物甚感满意。现寄去面额80000美元的银行汇票一张，以结清贵方航邮来的第1223号发票账款，请查收。如若及时给我方收讫通知，将不胜感激。
你忠实的xxxx

(2) Subject: Asking for Deferred Payment
Dear Sirs, Your Invoice No.1223 for US \$ 80,000 worth of goods supplied on 20th July is due for payment at the end of this month. Most unfortunately, a fire broke out in our warehouse last week and destroyed a certain part of valuable consignment. Our claim is now with the insurance company, but it is unlikely to be met for another three or four weeks and until then we are faced with a difficult financial situation. I am therefore writing for permission to

defer payment of your invoice until the end of September. As you know, my accounts with you have always been settled promptly and it is with the utmost regret that I am now forced to make this request. I hope, however, that you will find it possible to grant it. In doing so you would render me a service I should never forget. Yours faithfully, xxxx

主题：要求延期付款亲爱的先生：贵方7月20日所供第1223号发票项下货物之款项80000美元定于本月底结付。非常不幸，上星期我方仓库发生火灾，毁坏了一部分贵重货物。我们现在正向保险公司提出索赔，但在三四个星期之内，不可能给予赔偿。在此之前，我方财务形势严峻，故此我们写信请求贵方同意我们推迟到9月底付款。贵方知道我们一向能迅速与贵方结帐。这次我们被迫向贵方提出这个要求，实在抱歉。我们希望贵方能同意这个要求。若是如此，我们将永远记住贵方给予的帮助。你真诚的xxx

3. 典型句型

a. I wonder if we can make payment for this order by documentary collection. 这份订单我们能否用跟单托收的形式付款？

b. D/P will put us to great trouble while a L/C gives us protection of bank. 付款交单会给我们带来极大的麻烦，而信用证则可以使我们得到银行保护。

c. The terms of payment we usually adopt are confirmed irrevocable L/C. 我们通常采用的付款方式是保兑的、不可撤销的信用证。

d. We regret being unable to accept your terms of payment and therefore have to return the order to you. 很遗憾不能接受你方付款方式，现退回你方订单。

e. We have drawn on you at 50 days for US \$ 5000 against your trial order. 对于你方订货，我们已向你方开出金额为5000美元50天见票即付的汇票。

f. This amount has been passed to your credit in settlement

of your account.该货款已汇入贵方账户，以结清账款。 g.Please understand why we have not found it possible to settle our account in full.我公司不能一次付清货款，敬请谅解。 h.I should appreciate an extension of one month for the payment of my bill of \$6500 due April 5.我方应于4月5日付款6500美元，如能延期1个月，将不胜感激。 4. 商务写作小练习如果你订购了xxxx的voa光盘，但却由于某种原因不得不推迟汇款日期，赶快发个email请求推迟付款吧！ 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