

外贸外语指导:写英文催款信的写法 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/285/2021\\_2022\\_\\_E5\\_A4\\_96\\_E8\\_B4\\_B8\\_E5\\_A4\\_96\\_E8\\_c67\\_285355.htm](https://www.100test.com/kao_ti2020/285/2021_2022__E5_A4_96_E8_B4_B8_E5_A4_96_E8_c67_285355.htm) 例（1）催促马上结账 我们已收到你们7月17日的来信，非常感谢。我们分别在7月2日和7月9日收到275美元和525美元两笔付款。这样还剩下欠款余额320美元。我们想提醒你们，在你们6月22日的来信中，你们答应在6月底前付清欠款。随函附上到7月31日为止的结算表。我们将非常感谢你们迅速结清此账。 A Letter to Urge Prompt Settlement Dear Sirs, We have received your letter of the 17th July with thanks. We received payments of \$275 on the 2nd July, and \$525 on the 9th July respectively. This leaves a debit balance of \$320. We would like to remind you that in your letter of the 22nd June you promised to repay before the end of June. We enclose a statement for the period ending on the 31st July. We would appreciate a prompt settlement of this account. Yours sincerely,

例（2）要求支付逾期款 我们已收到你们3月2日的来信，谢谢。遵照你们的要求，我们随函附上一份新的发票，即有关我们于1994年8月25日提供的服务，此前我们曾开出第829号发票，或许你们没收到。由于该款逾期已久，我们将万分感谢你们立即处理付款事宜。 A Letter to Demand the Payment of Overdue Account Dear Sirs, We have received your letter of March 2 with thanks. As requested, we are enclosing a fresh invoice for our services offered on August 25, 1994, previously billed under our invoice No.829, which you could not find. Since the account is long overdue, we would very much appreciate your prompt processing of

payment on your side. Yours faithfully, 例（3）答复客户延期付款要求 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。

A Reply to a Customers Request for an Extension of Payment Dear Sirs, Thank you for your check for US\$3 500. 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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