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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 , 参考译文： 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。 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