

电子商务写作技巧--关于信用证 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/62/2021\\_2022\\_\\_E7\\_94\\_B5\\_E5\\_AD\\_90\\_E5\\_95\\_86\\_E5\\_c40\\_62376.htm](https://www.100test.com/kao_ti2020/62/2021_2022__E7_94_B5_E5_AD_90_E5_95_86_E5_c40_62376.htm) 要求对方开立信用证

Dear Mr. Jones: With reference to the 4,000 dozen shirts under our Sales Confirmation No.SX260, we wish to draw your attention to the fact that the date of delivery is approaching but up to the present we have not received the covering L/C. Please do you utmost to expedite its establishment so that we may execute the order within the prescribed time. In order to avoid subsequent amendments, please see to it that the L/C stipulations are in exact accordance with the terms of the contract. We look forward to receiving your favorable response at an early date. Sincerely,因对方未能如期开立

信用证而交涉 Dear Mr. Jones: With reference to our Sales Confirmation No.825 dated August 10, 2002, we regret to say that your letter of credit has not yet reached us up to the time of writing. This has caused us much inconvenience as we have already made preparations for shipment according to the stipulations of the said Sales Confirmation. You must be aware that the terms and conditions of a contract once signed should be strictly observed, failure to abide by them will mean violation of contract. If you refer to our Sales Confirmation, you will see the clause reading:"The Buyer shall establish the covering Letter of Credit before 30th August, 2002, failing which the Seller reserves the right to rescind the contract without further notice." The goods you ordered have been ready for quite some time and the demand of late has been so great that we

find it hard to keep them for you any longer. However, in consideration of our friendly business relations, we are prepared to wait for your L/C, which must reach us not later than October 5, 2002. If we again fail to receive your L/C in time, we shall cancel our Sales Confirmation and ask you to refund to us the storage charges we have paid on your behalf. Your cooperation in this respect will be appreciated. Sincerely, 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](http://www.100test.com)