

外销员外贸外语辅导：商务英语中催款信的写法外销员考试
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https://www.100test.com/kao_ti2020/645/2021_2022__E5_A4_96_E9_94_80_E5_91_98_E5_c28_645463.htm 怎样写第一封催款信

? 1. How to start your letter? I am writing to remind you that you have not settled our invoice #_____ for \$_____. It has been two months now since we delivered your garments, and we have yet to receive your payment for \$1,890.50. We would like to remind you that payment of your account at Metro Mart is past due. May we call your attention to your payment for the disks we delivered to you two months ago? We would like to direct your attention to the following freight bills which are unpaid beyond the credit period permitted by our agreement. 2. How to add more details? A copy of our bill for \$_____ is enclosed along with an envelope for your convenience. We have enclosed a copy of the item listed below that remains open on your account: . . . This amount should have been paid by _____[date], so you can see it is quite old. 3. How to specify your request? Please let us know when you will pay or at least start by making partial payments. Please use the enclosed envelope to send in your check for \$_____. If your check is in the mail, we say "Thank you." If not, wont you please give this your prompt attention. If you are not able to pay the balance in full at this time, please let us know and we will be glad to arrange an installment plan with you. It is to your advantage as well as ours to keep your credit accounts current. 4. How to end your letter? We would appreciate prompt payment. We greatly appreciate your prompt payment of this sum. Please let

me know if I can be of assistance. Thank you for your attention to this matter. If you have already sent your check, we thank you for doing so. If you have already sent your payment, please disregard this notice and accept our thanks. II. SAMPLE 范文 Dear _____:

We have not received your payment for \$_____ which is over due for _____ days. Please check your records. If you have already sent your payment, please disregard this notice and accept our thanks for your payment. Sincerely yours, _____[name]

_____ [title] III. TIPS 掌握写作要领 1. Be courteous in your first collection letter. 2. Be persuasive rather than threatening. 3. Include the necessary details: The amount owed by the customer The length of time the bill has been overdue What specific action the customer should take 4. Encourage prompt response and contact. 怎样写第二或第三封催款信

1. How to start your letter? Again we call your attention to your payment due April 30. We again call your attention to the following invoices which, according to our records, are still unpaid well beyond our normal terms: Once again, we ask for your cooperation in paying your account which is now more than two months past due. We have not received any response from you to the recent reminder we sent you on May 20 about your overdue account. You did not respond to our first reminder of your overdue balance of \$2578.50. You have not answered my previous letters asking for payment on your \$2578.50 purchase. 2. How to ask for an explanation? Would you please let us have an explanation of why the invoice is still outstanding? Please let us know why the balance has not been cleared. We would like to know if there is a

reason for your delay in paying your long overdue account. 3. How to press for payment in a milder tone? I am sure it is not your intention to ignore past due notices at the expense of your credit standing. I am sure you are not intentionally trying to make our work difficult, but that's what it amounts to. We realize that financial conditions in your firm have not been good recently. By now, however, we feel you should be able to start paying again. Perhaps you have overlooked these past due payments. It would be only fair to pay them now. To avoid an unfavorable report of your credit records, we suggest an immediate payment of the amount due. 4. How to press for payment in a firm tone? We can no longer allow this account to continue to go unpaid. To continue your open accounts it is necessary that they be paid within 60 days as agreed when they are opened. It is essential that this account be settled at once to avoid any problem with your credit standing. In this case, we have no alternative but to withdraw credit privileges. The delinquent status of your account will leave us no alternative but to remove your company from our list of credit customers. 5. How to end your letter? We would greatly appreciate your prompt payment. We are counting on your cooperation in making a prompt payment. Please send us your payment today, or at least let us know your reason for the delay. Please restore our confidence in you and maintain your good credit rating by sending us your payment now. " 怎样写最后的催款信？ 1. How to start your letter? You have not responded in any 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