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[https://www.100test.com/kao\\_ti2020/645/2021\\_2022\\_\\_E5\\_A4\\_96\\_E9\\_94\\_80\\_E5\\_91\\_98\\_E5\\_c28\\_645566.htm](https://www.100test.com/kao_ti2020/645/2021_2022__E5_A4_96_E9_94_80_E5_91_98_E5_c28_645566.htm) 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 , 参考译文：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。欢迎进入：2010年外销员课程免费试听 点击进入免费体验：百考试题外销员在线考试中心 更多信息请访问：百考试题论坛外销员 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)