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considered first. Even then, harsh language should be avoided and the threat to sue made with reluctance.

We have been unsuccessful in getting any reply to various letters sent you requesting payment of your past due account. We, therefore, take it for granted that you would prefer to deal with our Attorneys, and are governing ourselves accordingly.

We hope matters will be arranged amicably, and without extraordinary delay or expense.

REQUESTING AN EXTENSION.

The following letter from a good customer with a high mercantile rating could not but get favorable consideration. Of course, it depends to a large extent on the past record of the person writing whether or not the extension would be granted. It is a straightforward request.

Your draft for \$429.00 has just been presented for acceptance, by the Bank. The shipment which this draft covers has been received, and the contents checked out correctly.

Owing to most of my Spring purchases falling due about the same time, I would like an extension of 20 days on this bill—interest, of course, to be charged to me.

If you can accommodate me it will be much appreciated. I have instructed the Bank to hold the draft until they receive your instructions. You will no doubt write me in this connection.

I feel sure this request will have your favorable consideration.