

商务英语综合辅导:商业信函的7个“C”原则 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/150/2021\\_2022\\_\\_E5\\_95\\_86\\_E5\\_8A\\_A1\\_E8\\_8B\\_B1\\_E8\\_c85\\_150094.htm](https://www.100test.com/kao_ti2020/150/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_150094.htm) 写信的原则 ( Writing Principles ) 已从原来的3个“C” ( Conciseness, Clearness, Courtesy ) 发展到目前的7个“C” : Completeness, Clearness, Concreteness, Conciseness, Correctness, Courtesy, Consideration

实例: Dear Sirs, With reference to your letter of April 9, we are pleased to accept your offer of 100 tons of Copper Wire as per your Offer Sheet No.8/070/02B. Please go ahead and apply for your Export Licence. As soon as we are informed of the number of the Export Licence we will open the L/C by cable. 信的本文汉译 关于你们四月九日函，我们高兴地接受你们第8 / 070 / 02 B号报盘单所报100吨紫色铜丝。请着手办理申请出口许可证。一经接到出口许可证号码的通知，当即电开信用证。100Test 下载频道开通，各类考试题目直接下载。详细请访问

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