

外贸函件：商务英语回复函写作范例1 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_A4_96_E8_B4_B8_E5_87_BD_E4_c85_150818.htm 范例一Dear Sir, We

are very glad to receive your fax inquiry. Since it is the first time we contact, we would be highly appreciated if you could provide us your bank name and address. We realize the types of IC you need, but we do not know the specification you require for that IC such as the voltage current. Could you please tell us the purpose of this IC?

The fax you send us is not very clear for the wording part. Therefore, please fax it again (no need for graph).We wish we could provide

the best services to you . Sincerely yours. 参考译文：您好：敕公

司对贵公司传真询问，非常感激，因为与贵公司为首次接触

，可否请贵公司惠予示之贵公司交往的银行或公司行号名称

，地址。敕公司了解贵公司所需集成电路之型态，但不明了

所需之规格，如电压，电流等等资料，是否能告知此集成电路

的用途。贵公司所传真过来的部份字体不十分清楚，希望能

重新传真，但无须传真图片。盼望能为贵公司提供最佳的服务。

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