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https://www.100test.com/kao_ti2020/151/2021_2022__E5_95_86_E5_8A_A1_E4_B9_A6_E4_c85_151224.htm 商务英语交流中，商务书信是一种常见的方式，它跟普通信件一样，也有一定的书写格式的规范，本文是一种比较常见的格式，供大家参考。来源：考试大 28 February 2006 (Date Line日期) xxxxxx Co., Ltd 34 Regent Street London, UK Inside (Address 收信人地址) Dear Sirs: (Salutation称呼)来源：考试大 We have obtained your name and address from Dee&Co. Ltd, and we are writing to enquire whether you would be willing to establish business relations with us. We have been importers of shoes for many years. At present, we are interested in extending our range and would appreciate your catalogues and quotations. 来源：考试大 If your prices are competitive we would expect to place volume orders on you. We look forward to your early reply. (Body信文) Yours faithfully (Complimentary Close客套结束语) Tony Smith (Signature Block 签名栏) Enc. (Enclosure Notation . 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