

英文商务信函 - 开头语与自我介绍 PDF转换可能丢失图片或格式，建议阅读原文

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下面举几个简单的例子说明一下英文商务信函开头语的写法。从中华人民共和国驻.....大使馆商务参赞处获悉贵公司名称和地址，现借此机会与贵方通信，意在达成一些实际交易为开端，以建立业务系。

1. Having had your name and address from the Commercial Counselors office of the Embassy of the Peoples Republic of China in..., we now avail ourselves of this opportunity to write to you and see if we can establish business relations by a start of some Practical transactions. 从中国国际贸易促进会获悉，你们有意采购电器用具。

2. We have heard from China Council for the Promotion of International Trade that you are in the market for Electric Appliances. 驻贵地的中国领事向我们介绍，你公司是.....生产.....（商品）的大出口商。

3. Your name has been recommended to us by the Chinese Consul stationed in your city as large exporters of ... goods produced in 从.....获悉你们行名及地址并了解你们是.....有经验的进口商。现向你们开报.....，盼能在贵地市场推销。

4. From ..., we have obtained your name and address and understand that you are experienced importers of We have pleasure in offering you ... of which we would appreciate your pushing the sale on your market. 从.....获悉你公司专门经营.....，现愿与你公司建立业务关系。

5. We learn from ... that your firm specializes in ..., and would like to establish business relationship with you. 承.....的介绍，获悉你们

是.....有代表性的进口商之一。 6. Through the courtesy of.... we have learned that you are one of the representative importers of ... 据纽约司密斯公司所告，得悉你公司名称和地址，并得知你们.....日本东京商会已把你行介绍给我们。 7. Your name and address has been given to us by Messrs. J. Smith & Co., Inc., in New York, who have informed us that your firm has been recommended to us by the Chamber of Commerce in Tokyo, Japan. 承贵地.....银行通知，你们是.....的主要进口商（出口商），并有意与中国进行这些方面的贸易。 8. The...Bank in your city has been kind enough to inform us that you are one of the leading importers (exporters) of ... and are interested in trading with China in these lines ... 据了解，你们是中国.....（商品）有潜力的买主，而该商品正属我们的业务经营范围。 9. We are given to understand that you are potential buyers of Chinese ...,which comes within the frame of our business activities. 关键字：英文 商务信函 开头语 自我介绍 转贴于：考试大_商务英语考试 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