

商务英语写作Email一学就会：(2)寻找代理 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/231/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_231708.htm 为了节省时间和金钱

，寻找代理商与对方沟通也是非常必要的。这类email要写得简单明了、友好真诚。 From: X X X To: X X X Date: X X X

Subject: Looking for Agent Dear Mr. Adams: Your name came to us from a mutual friend, Mr. Ying Soo Yong from Korea, who thought you might be interested in our line of products, namely bed sheets and pillow cases. Although we export large quantities to Europe and North America, we have yet to establish distribution channels in the Asia Pacific. We are currently seeking agencies to represent us. The attached materials are for your persual. Should you feel inclined to discuss opportunies for cooperation and mutual benefits, feel free to contact me at 86-10-12345678. Sincerely yours,

Su Ning 常用表达方式 急需代理： We are actively searching for an agent to help us market our quantity products. 请求代寻找代理商： We will appreciate if you could help us get in touch with

some suitable companies that have all the necessary ingredients of an agent. 通知被选为代理商： I am pleased to inform you that have been 0selected from among a dozen candidates to act as our sole agent in China. 相关词语 establish distribution channels 建立销售渠道

seek/look for/search for agencies 寻找代理商 feel/be inclined to 倾向于 get in touch with 同...联系 all the necessary

ingredients of an agent 代理商必备的所有要素转贴于：考试

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