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Dear Mr/Ms, Mr John Green, our General Manager, will be in Paris from June 2 to 7 and would like to come and see you, say, on June 3 at 2.00 p.m. about the opening of a sample room there. Please let us know if the time is convenient for you. If not, what time you would suggest. Yours faithfully 尊敬的先生/小姐, 我们的总经理约翰格林将于六月2日到7日在巴黎，有关在那开样品房的事宜，他会于六月3日下午2：00点拜访您。请告知这个时间对您是否方便。如不方便，请建议具体时间。您诚挚的

2、回信 Dear Mr/Ms, Thank you for your letter informing us of Mr. Green's visit during June 2-7. Unfortunately, Mr. Edwards, our manager, is now in Cairo and will not be back until the second half of June. He would, however, be pleased to see Mr. Green any time after his return. We look forward to hearing from you. Yours faithfully 尊敬的先生/小姐, 谢谢来函告知我方六月2-7日格林先生的来访。不巧，我们的总经理艾得华先生现正在巴黎，到六月中旬才能回来。但他回来后愿意在任何时间会见格林先生。希望收到您的来信。您诚挚的

范例二：1、约定 Dear Mr/Ms, I represent the W/P Electronics Company in Dallas, and will be in Kunming from next Monday to Friday, (October 5-9). I should like to call on you to discuss our new monitor. Would 0930 hours on Tuesday, October 6 be convenient? I shall be in Beijing, at the Great Wall Hotel, from Tuesday, September 29, until Sunday, October 4, where a

message will reach me. If the day is not convenient, will you please suggest another. Yours faithfully 尊敬的先生/小姐, 我是达拉斯W/P电子公司的代表, 将于下周一到周五(10月5-9日)住留昆明。我乐于请您商讨我们新的显示器。星期二即10月6日上午09:30是否方便? 从周二, 即9月29日, 我将住在北京的长城宾馆, 直到周六, 即10月4日, 在那会有通知给我。如商讨日期不方便, 请另外建议。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](http://www.100test.com)