

外贸外语指导:五种常用的商务往来函电 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/246/2021_2022__E5_A4_96_E8_B4_B8_E5_A4_96_E8_c28_246778.htm 一、介绍信 1. Dear

Mr/Ms, This is to introduce Mr Frank Jones ,our new marketingspecialist who will be in London from April 5 to midApril on business.We shall appreciate any help you can give Mr Jones andwill always be happy to reciprocate. Yours faithfully 尊敬的先生/小姐，现向您推荐我们的市场专家弗兰克琼斯先生。他将因公务在四月15日到四月中旬期间停留伦敦。我们将非常感谢您向琼斯先生提供的任何帮助，并非常高兴施以回报。您诚挚的

2. Dear Mr/Ms, We are pleased to introduce Mr Wang You, our import managerof Textiles Department. Mr Wang is spending three weeksin your city to develop our business with chief manufacturesand to make purchases of decorative fabrics for the comingseason.We shall be most grateful if you will introduce him toreliable manufacturers and give him any help or advice he mayneed. Your faithfully 尊敬的先生/小姐，我们非常高兴向您介绍我们纺织部的进口经理王有先生。王先生将在你市度过三周，他要与主要的生产厂家拓展商务并为下一季度采购装饰织品。如能介绍他给可靠的生产厂家，向他提供所需的任何帮助或建议，我们将不胜感谢。您诚挚的

二、感谢信 Dear Mr/Ms, Thank you for your letter of June 4, enclosing anaccount of the organization and work of your Chamberof Commerce and Industry.We are very grateful for such a detailed account ofyour activities. This information is certain to helpincrease our future

cooperation. Yours faithfully 尊敬的先生/小姐，感谢您六月四日的来信及随信附上的说明书，该说明书描述了你们工商总会的工作与组织结构。对给我们一个你们活动如此详细的描述，我们表示非常感谢。这一信息一定能帮助促进我们未来的合作。你诚挚的

三、祝贺信

1. Dear Mr/Ms, On the occasion of the 35th anniversary of your National Day, please accept our heartiest congratulations. May the trade connections between our countries continue to develop with each passing day! Yours faithfully

尊敬的先生/小姐，值此国庆三十五周年之际，请接受我们最真诚的祝贺。愿我们两国之间的贸易联系持续发展。你诚挚的

2. Dear Mr Minister Allow me to convey my congratulations on your promotion to Minister of Trade. I am delighted that many years service you have given to your country should have been recognized and appreciated. We wish you success in your new post and look forward to closer cooperation with you in the development of trade between our two countries. Sincerely

尊敬的部长先生，请允许我向您升任贸易部长表示祝贺。多年来你对国家的贡献被认可，欣赏，我非常高兴。我们祝愿您在新的职位取得成功，期待我们两国在贸易发展上进一步合作。诚挚的

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