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From: X X X To: X X X Date: X X X Subject: Establishing Business Cooperation

Dear Ms. Cunningham, You and your company have been recommended to us by Charles Lewis of East Asia Building Material Supplies. Charles mentioned that your company provides high quality goods and services at a reasonable cost, and I am writing to inquire about establishing business cooperation between you and my company, China Merchandise Company. China Merchandise Company is one of the largest international exporters of Chinese goods. We have clients throughout the world, especially in the United States. Chinese ornamental merchandise represents one of our most popular products. As such, we would appreciate it if you could send us your latest sales catalog for our review. We believe that establishing business cooperation with Ornamental Decorations and Supplies will be mutually beneficial for your company and ours. I look forward to receiving your catalog and doing business with you in the future.

Sincerely yours, Mai Yang Manager

常用表达方式说明如何了解对方，请求提供产品信息：We recently learned about your company through our market research, and are writing to request a catalogue and price-list for merchandise available from

your store.介绍自己的实力：We are a Chinese export company with clients around the world.请求实质性磋商：I will contact you within a week to schedule an appointment. 相关词语at a reasonable cost 价格合理inquire about 询问market research 市场调查mutually beneficial for 互利的 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](http://www.100test.com)