

外贸外语英语指导：七种常见类型外贸业务员英文书信模板  
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[https://www.100test.com/kao\\_ti2020/286/2021\\_2022\\_\\_E5\\_A4\\_96\\_E8\\_B4\\_B8\\_E5\\_A4\\_96\\_E8\\_c67\\_286764.htm](https://www.100test.com/kao_ti2020/286/2021_2022__E5_A4_96_E8_B4_B8_E5_A4_96_E8_c67_286764.htm) 1.主动跟新买家建立

联系 Dear Mr. Jones: We understand from your information posted on Alibaba.com that you are in the market for textiles. We would like to take this opportunity to introduce our company and products, with the hope that we may work with Bright Ideas Imports in the future. We are a joint venture specializing in the manufacture and export of textiles. We have enclosed our catalog, which introduces our company in detail and covers the main products we supply at present. You may also visit our online company introduction at <Http://www.xxx.com> which includes our latest product line. Should any of these items be of interest to you, please let us know. We will be happy to give you a quotation upon receipt of your detailed requirements. We look forward to receiving your enquires soon.

Sincerely, John Roberts 2.对新买家要求建立业务联系的回复

Dear Mr. Jones: We have received your letter of 9th April showing your interest in our complete product information. Our product lines mainly include high quality textile products. To give you a general idea of the various kinds of textiles now available for export, we have enclosed a catalogue and a price list. You may also visit our online company introduction at <Http://www.xxx.com> which includes our latest product line. We look forward to your specific enquiries and hope to have the opportunity to work together with you in the future. Sincerely, 3.向老客户介绍公司新的产品信息

Dear Mr. Jones: We have refreshed our online catalog at <http://www.howseek.com>, and now it covers the latest new products, which are now available from stock. We believe that you will find some attractive additions to our product line. Once you have had time to study the supplement, please let us know if you would like to take the matter further. We would be very happy to send samples to you for close inspection. We will keep you informed on our progress and look forward to hearing from you. Sincerely, 4.

回复对某个产品的查询 Dear Mr. Jones: Thank you for your inquiry of 16 March. We are pleased to hear that you are interested in our product "toaster". We ' ve enclosed the photo and detailed information of the product for your reference: Product: toaster  
Specification: xxxxxxxxxxxxxxxx Package: 1pcs/box Price: 10usd/pcs  
Payment: L/C For purchase quantities over 1,000pcs of individual items we would allow you a discount of 1%. Payment is to be made by irrevocable L.C at sight. We look forward to receiving your first order. Sincerely, 5.

无法提供对方查询中所要求的产品时 Dear Mr. Jones: Thank you for your enquiry of 12 March cate 9 cable. We appreciate your efforts in marketing our products and regret very much that we are unable to supply the desired goods due to excessive demand. We would, however, like to take this opportunity to offer the following material as a close substitute: Cate 5, US\$\_\_ per meter FOB Shanghai, including your commission 2%. Please visit our catalog at <http://www.xxxxxxxx.com> for more information on this item. If you find the product acceptable, please email us as soon as possible. Sincerely, 6.

查询对方公司的产品 Dear Sir or Madam:

We know that you are exporters of textile fabrics. We would like you to send us details of your various ranges, including colors and prices, and also samples of the different qualities of material used. We are volume dealers in textiles and believe there is a promising market in our area for moderately priced goods of this kind mentioned. When quoting, please state your terms of payment and discount you would allow on purchases of quantities of not less than 1000 meters of individual items. Prices quoted should include insurance and freight to San Francisco. Sincerely, 7.几种报盘 (a.) Dear Mr. Jones: We thank you for your email enquiry for both groundnuts and Walnutmeat CNF Copenhagen dated February, 21. In reply, we offer firm, subject to your reply reaching us on or before February 26 for 250 metric tons of groundnuts, handpicked, shelled and ungraded at RMB2000 net per metric ton CNF Copenhagen and any other European Main Ports. Shipment to be made within two months after receipt of your order payment by L/C payable by sight draft. Please note that we have quoted our most favorable price and are unable to entertain any counter offer. As you are aware that there has lately been a large demand for the above commodities. Such growing demand will likely result in increased prices. However you can secure these prices if you send us an immediate reply. Sincerely, (b.) Dear Mr. Jones: We thank you for your letter dated April 8 inquiring about our leather handbags. As requested, we take pleasure in offering you, subject to our final confirmation, 300 dozen deerskin handbags style No.MS190 at \$124.00 per dozen CIF Hamburg. Shipment will be effected within 20 days after receipt of the relevant

L/C issued by your first class bank in our favor upon signing Sales Contract. We are manufacturing various kinds of leather purses and waist belts for exportation, and enclosed a brochure of products for your reference. We hope some of them meet your taste and needs. If we can be of any further help, please feel free to let us know.

Customers' inquiries are always met with our careful attention.

Sincerely, (c.) Re: SWC Sugar Dear Sirs, We are in receipt of your letter of July 17, 2002 asking us to offer 10,000 metric tons of the subject sugar for shipment to Japan and appreciate very much your interest in our product. To comply with your request, we are offering you the following: 1. Commodity: Qingdao Superior White Crystal Sugar. 2. Packing: To be packed in new gunny bag of 100kgs. each. 3. Quantity: Ten thousand (10000) metric tons. 4. Price: US dollars one hundred and five (US\$105.00) per metric ton, Fob Qingdao. 5. Payment: 100% by irrevocable and confirmed letter of credit to be opened in our favor through A1 bank in Qingdao and to be drawn at sight. 6. Shipment: Three or four weeks after receipt of letter of credit by the first available boat sailing to Yokohama direct. Please note that we do not have much ready stock on hand. Therefore, it is important that, in order to enable us to effect early shipment, your letter of credit should be opened in time if our price meets with your approval. We are awaiting your reply. Sincerely, 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)