

给客户报价后跟进的英文邮件如何写 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/34/2021\\_2022\\_\\_E7\\_BB\\_99\\_E5\\_AE\\_A2\\_E6\\_88\\_B7\\_E6\\_c28\\_34061.htm](https://www.100test.com/kao_ti2020/34/2021_2022__E7_BB_99_E5_AE_A2_E6_88_B7_E6_c28_34061.htm) 在平时商务往来中，本人发现很多客户在对公司某个产品价格询盘后，我及时给予报价，但是报价后就一直没有客户的反应，没有见有订单。像这种情况下，作为一个销售人员，应该如何处理呢？应该写什么内容的邮件去给客户以求进一步跟进呢？应该在发出报价后几天内发出邮件比较合适呢？针对这些问题，本人提出以下三个解决方法，如果哪位网友有更好地办法，不妨拿出来让大家一起参考。

回复A：直接去函敦促 Dear Hugo Chu, Wish everything well with you and your esteemed company ! We are in receipt of your letter dated Aug 10 , and as requested was expressed you 3 catalogues for our refrigeration goods . We hope they will reach you in due course and will help you in making your Oselection . Wish we will promote business as well as friendship! Best wishes ! Aaron

回复B：先写邮件问清情况。本人觉得先写邮件问清情况，简单的询问，如HAVE YOU RECEIVED MY P/I, IS THERE ANY QUESTION OR PROBLEM WITH YOU? 再问何时开L/C 或汇订金过来.....如客户没回复，那你应该(很有必要)打个电话过去问清情况。是价格问题还是临时发生改变？客户是中间商，还在等最终客户的确认？还是其它问题？然后根据情况做一些措施看能否挽回这一张订单。

Dear Sir, Good morning! Hope you have got a wonderful weekend! For several days no news from you, my friend. Now I am writing for reminding you about our offer for item of \*\*\*\* dated \*\* \* \* \*

according to your relative inquiry. Have you got (or checked) the prices or not? ( You can add some words to introduce your advantage of your product or something else to attract the customer). Any comments by return will be much appreciated. It will be our big pleasure if we have opportunities to be on severice of you in near future. Looking forward to your prompt response,

Thanks and best regards, Yours Faithfully Aaron 回复C：如果仍然没有回音的话，可以在一、两个月后再写一封信。 Dear Sir,

Now I am writing for keeping in touch with you for further business. If any new inquiry, welcome here and I will try my best to satisfy you well with comptetitive prices as per your request. By the way, how about your order (or business) with item \*\*\*? If still pending I would like to offer our latest prices to promote an opportunity to cooperate with each other. Thanks and best regards, Aaron 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)