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[https://www.100test.com/kao\\_ti2020/35/2021\\_2022\\_2006\\_E5\\_95\\_86\\_E5\\_8A\\_A1\\_c29\\_35217.htm](https://www.100test.com/kao_ti2020/35/2021_2022_2006_E5_95_86_E5_8A_A1_c29_35217.htm) Jan 20, 2001 MR. Tony. Lao, &nbsp;.....(No.).....(Street) .....(Town), .....(City), .....(Country) Dear Tony: We would like to place an order for ..... at your price of US\$.... each, CIF ....., for shipment during ..... We would like to pay for this order by a .....day L/C. This is a big order involving US\$..... and, since we have only moderate cash reserves, tying up funds for three or four months would cause problems for us. We much appreciate the support you have given us in the past and would be most grateful if you could extend this favour to us. If you are agreeable, please send us your contract. On receipt, we will establish the relevant L/C immediately. Yours faithfully, Jenny

.Li Chief Seller 译文：东尼先生：本公司欲以贵公司报价条件，以每台.....美元价格（.....到岸价），订购.....，于.....装运。是项交易款额高达.....美元，本公司只是适量现金储备，占用资金.....个月将造成麻烦，故建议以.....日有效期的信用证付款。承蒙贵公司一向照顾，若能继续给予优惠，本公司感激不忘。如同意上述建议，烦请赐寄合约，即开立信用证。销售部主任珍妮.李 谨上2001年1月20日 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)