

商务英语信函之委托与代理 PDF转换可能丢失图片或格式，
建议阅读原文

https://www.100test.com/kao_ti2020/500/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_500438.htm 一、 申请代理业务

sole agency-----retail Dear : _____[company] is one of the leading companies in _____ retail business. We have outlets throughout _____[country/area]. We are interested in your _____[products] displayed at _____[exhibition] and would like to know whether you could offer us a sole agency to retail your products in _____[country/area]. We are confident that there is a growing market for your products in _____[country/area], due to the increasing demand for _____. We operate on a _____% commission basis on net list prices, with an additional _____% del credere commission if required. We usually pay our principals by bill of exchange on a quarterly basis. If you are interested in the above proposal, we will send our representative to discuss further details with you. We look forward to hearing from you soon. Yours sincerely, _____[name] _____[title] Encl. buying agent Dear : _____ I am replying to your company ' s advertisement in _____[commercial journal] in which you indicated the need for a buying agent to represent your group in _____[country/area]. My company specializes in buying _____[products] and we have acted for several firms in _____[country/area]. We have well-developed connections with leading brand manufacturers in _____[country/area]. We are able to keep you well informed of new products from the _____ industry and purchase a wide range of

products at reduced export prices. In addition, we can offer excellent terms for freight and insurance. Our usual commission is _____% on c.i.f. invoiced values, and we make purchases in our principals' names, sending them accounts for settlement. I have enclosed literature providing details about our services and terms. If you are interested, please contact me at the above address. I am looking forward to hearing from you. Sincerely yours, _____[name]

_____ [title] Enc 二、指定代理商 accepting proposal Dear : _____

Thank you for your proposal to act as our agent for the sale of _____[products] in _____[country/area]. I am pleased to inform you that we have decided to accept your proposal on the basis of a _____ per cent commission, payable on all orders received through you. In addition, we will refund expenses reasonably incurred in promoting our sales. Provided that the arrangements you make with customers are favorable to our interests, we will trust to your judgement such matters as discounts and the granting of credit. We trust that the orders we receive through you and the terms on which you have accepted them will justify our confidence in your ability to promote the sale of our products in _____[country/area]. Sincerely

yours, _____[name] _____[title] letter of authorization Dear _____

Thank you for your letter of _____[date]. By this letter, we now formally authorize you to act as our _____agent in

_____ [country/area]. Enclosed are two copies each of the following documents: 1. _____ 2. _____ 3. _____ Please sign and return us the duplicate copy of this letter, together with one copy each of the above documents. We look forward to a pleasant business

relationship. Yours sincerely, _____[name] _____[title] 100Test 下
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