

外销员外贸外语辅导：祝贺信写作准则与实例范文外销员考试 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/645/2021\\_2022\\_\\_E5\\_A4\\_96\\_E9\\_94\\_80\\_E5\\_91\\_98\\_E5\\_c28\\_645084.htm](https://www.100test.com/kao_ti2020/645/2021_2022__E5_A4_96_E9_94_80_E5_91_98_E5_c28_645084.htm) 当获悉某人晋升或是在事业上取得巨大成就时，应该打个电话或是写封便签祝贺。这种友好往来对建立和巩固友好的商业合作关系大有益处。 Here are some principles that congratulatory letters follow: 1. The purpose of writing the letter is to make your reader feel certain that he or she deserves the special message of recognition and praise. 2. The note should be brief, dealing with the primary topic only. These messages are most effective when they conduct no business. 3. The whole message should carry a tone of being positive and conversational. 4. Be sure to send the letter within a few days of the event. Any delay in delivery of the message would make your effort worse than no effort at all. 讲过了祝贺信写作应遵循的一些准则，下面我们通过一封信件来看看具体的写作方法。 Dear Mr. Haskel Congratulations on your recent promotion to head the Marketing Department of California Metals. My fellow managers and I are delighted that your work in the marketing field has been recognized this way and we join in sending you our very best wishes for the future. Through the five years of working together with you, many of us well aware of how much you ' ve contributed to the association between our two corporations. We are all looking forward to your trip to China next month when we will celebrate your advancement in a more formal way. Again, congratulations to you, Mr. Haskel - good luck and good wishes on your new position

as Director of Marketing Department. Cordially yours (Signature)  
Lin Daming Marketing Director Beijing New Metals 在这封祝贺信中，写信人一开头就开门见山的祝贺收信者晋升，然后又详细写明自己对对方工作的欣赏、成就的肯定。在信件结尾的部分，写信人用口语化的语气再次祝贺对方的晋升，并以此结束信件。祝贺信写起来很简单，对吧？把外销员站点加入收藏夹 欢迎进入：2009年外销员课程免费试听 点击进入免费体验：百考试题外销员在线考试中心 更多信息请访问：百考试题外销员、百考试题论坛外销员 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)