

外销员外贸外语辅导：商务信函案例分析外销员考试 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\\_645118.htm](https://www.100test.com/kao_ti2020/645/2021_2022__E5_A4_96_E9_94_80_E5_91_98_E5_c28_645118.htm) 原函：Your message

has been received. Thank you. It is difficult to understand your inquiry of 56mm 8ohm waterproof speaker which can handle 102db, because through our vast experience, it is almost impossible in technology. Can you supply us with your sample? If so, it would be big help to this project. Hope we could work together. Yours

faithfully, 很显然，这封邮件有很多缺点，首先语句呆板，严重的“生意腔”使邮件毫无生气。句子长而乱，含义模糊。没有提供足够的资料来支持自己的论点。更糟糕的是，措辞冒昧，极不礼貌。针对这些不足，我们再来看一下另一个版本。

修改以后：Dear Mr. Jones: Thank you for your inquiry dated April 9. Regarding the product you are looking for, currently our factory doesnt have the exact specification as you mentioned. We would appreciate it if you could supply us more details about the product you need, such as usage, product structure, material, working condition and so on. That will help us to see if we are able to meet your specifications. Please take a moment to review some similar products in the enclosed catalog. They are all of high quality and have been exported to many countries worldwide. Thanks again and we are looking forward to establishing a business relationship with your company in the near future. Any of your early comments will be highly appreciated. Best regards, Chen Rong Director, International Marketing Zhejiang Golden Textiles 现在您觉得好多

了吧！即使这次不能满足对方的需求，只要我们处理得当，还是可以保留住潜在合作的机会。有时候，信函的作用就是这么重要。 欢迎进入：2010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)