

外销员外贸外语辅导：对日常订货的固定答复外销员考试

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_645238.htm Form Letters of

Acknowledgement to Orders 对日常订货的固定答复 (Busy days sometimes make people ignore the need of writing

acknowledgements to regular orders. However, in reality, customers want to know that their orders have been received, their merchandise shipped. An acknowledgement letter is a good way to build goodwill and show customers that you care about their needs. Form Letters

are created to serve that function. The following examples of this type are for your reference.) a : Thank you for your order for office

supplies. It is being processed and will be shipped on... (Date) via S.S. ' Sunshine ' b : We are writing to confirm the supply of your

order No.1234 on the terms and conditions stated in your letter are arranging for dispatch next week on S.S ' Ocean ' c : This is just a

short note to let you know that your order of June 14 has been received and is being filled according to your usual instruction. d

: Thank you for reordering more of our goods. As requested, we will get the shipment ready within two weeks. We will keep you

informed of our procedures. 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