外销员外贸外语辅导：通知与确认商务英语信函写作外销员考试 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_645460.htm 一、通知对方收到来信的确认函 1. Dear Mr/Mrs, Thank you for your letter No. A-3 of 6th May, offering us 6 UI-4 Viewdatas. We have passed it on to our Technical Department for their consideration. We shall reply as soon as possible. Yours faithfully 尊敬的先生/小姐，谢谢您五月六日标号为A-3的来信，该信向我们提供6 UI-4图像数据。我们已把该信转给了技术部，备他们考虑。 我们将尽快回信 你诚挚的 2. Dear Mr/Mrs, We have today received with thanks information concerning transactions onthe New York Wheat Exchange which will be made full use of by our researchdepartment. We look forward to further cooperation with you. Yours faithfully 尊敬的先生/小姐，我们今天收到了有关纽约小麦交易所的业务信息，非常感谢，我们的研究部门将充分利用这些信息。 期待与你进一步合作。 你诚挚的 二、确认达成的协议 Confirming agreements reached 3. Dear Mr/Mrs, Last Friday, when we were discussing the problems of defectivecontainers.You suggested that I simply mail you a report each month on thenumber of return by customers rather than send the defective containers to you. I plan to put this into effect at once. But, I first wantto make sure that I understand you correctly. If I don’thear from you within the coming week, I’ll assume that youapprove. Yours faithfully 尊敬的先生/小姐，上周五，我们讨论了次品集装箱的问题，你建议我只需把顾客每月退回的次品集装箱的数量写个报告给你，而不是直接退集

装箱。 我计划立即付诸现实。但我想确认我理解正确，到下周为止，如我不能收到你的来信，我即认为你没有异议。 你诚挚的 4. Dear Mr/Mrs, We write to confirm our agreement reached during ourconversation on 9th June about special discountson M-S Acoustical Partitions as describedon page 8of our catalogue. These prices will prevail through30 June.partition Regular Price Special pricedimensionEachEach(12 or more)4X4 ’ US$ 112.75FOB Bern US$98.20 FOB Bern4x5 ’ 132 115.505x5 ’ 152.75129.85 We will be happy to receive your order. Yours sincerely 尊敬的先生/小姐，我们写信想确认六月九日谈话中就M-S声音隔板特别折扣达成的协议。这些隔板在我们目录第八页有描述。下列价格六月三十日前有效：声音隔板规格每只常规价每只特别价（12及以上）4X4 ’ US$ 112.75FOB波恩 US$98.20 FOB波恩4x5 ’ 132 115.505x5 ’ 152.75129.85我们将很荣幸收到你的定单 你诚挚的 5. Dear Mr/Mrs As our telephone negotiation this morning was verybrief and proceeded so smoothly, I thought itmight be advisable to summarize the agreement:I offered US$56/kg CIF EMPYou asked for US$60I countered US$58/kgYou accepted the figureI look forwaqrd to signing the contract when we meetnext week. Yours faithfully 尊敬的先生/小姐，今天上午我们的电话协商简短而融洽，我想简单总结一下协议：我报价为：US$56/kg CIF EMP，你还价为US$60，我让价为US$58/kg你同意这个价格。下周见面时我期待能签定合同。 你诚挚的 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

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