

外销员外贸外语辅导：商务英语回复函写作范例外销员考试
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https://www.100test.com/kao_ti2020/645/2021_2022__E5_A4_96_E9_94_80_E5_91_98_E5_c28_645465.htm 范例一 Dear Sir, We are

very glad to receive your fax inquiry. Since it is the first time we contact, we would be highly appreciated if you could provide us your bank name and address. We realize the types of IC you need, but we do not know the specification you require for that IC such as the voltage current. Could you please tell us the purpose of this IC?

The fax you send us is not very clear for the wording part. Therefore, please fax it again (no need for graph).We wish we could provide the best services to you . Sincerely yours. 参考译文：您好：敕公司

对贵公司传真询问，非常感激，因为与贵公司首次接触，可否请贵公司惠予示之贵公司交往的银行或公司行号名称，地址。敕公司了解贵公司所需集成电路之型态，但不明了所需之规格，如电压，电流等等资料，是否能告知此集成电路的用途。贵公司所传真过来的部份字体不十分清楚，希望能重新传真，但无须传真图片。盼望能为贵公司提供最佳的服务。

范例二 Dear sir, Firstly, We ' d like to apologize for the late reply due to the problem of our computer network. We have repaired the machine and mailed back to you. Do you receive it ?

The repair charge is US\$ 1500, and the receipt will be based on the US\$1200 as you requested. After the confirmation, please transfer US\$1500 repairing charge to the following a/c : To show our sincerity, we are willing to reduce price of RS10000 to the lowest US \$114,000 . Besides, regarding to the 3 items you request, we will mail

to you by express . Thank you for your cooperation and we wish you success in your business. P.S.: We are the SMT Machine manufacturer, and we only produce the new machines. Since we do not carry on the sales of used machines, we are unable to provide you the related information. 参考译文：您好：首先，我们必须向您致歉，由于敝公司计算机网络的问题，以致信件延迟至今才能回复您，请您见谅。您送修的机器已经修理完成且已寄回，不知您收到没？修理的费用是1500美元，发票开立如您所要求1200美元，如果确认无误，请贵公司将修理费用1500美元汇至下列账户：为了表示我们的感谢，我们会将\$10000的价格降至最低114,000美元。另外您要的三项东西，我们会用快递寄去给您。谢谢您的合作，并祝事业昌隆！P.S.：敝公司是一家SMT的制造商，生产的都是全新的机器，并无经营旧机器的买卖，所以很抱歉，无法提供您所需求的信息。

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