

外销员外贸外语辅导：如何写慰问信外销员考试 PDF转换可能丢失图片或格式，建议阅读原文

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如何写慰问信 慰问信是公司间友好往来的信种之一。商业伙伴出了事故或是公司要人去世，都应该写一封慰问信，以表示关心。这样的友好往来也会给双方的关系带来好处。慰问信一定要注意措词和语气。下面是写慰问信需要注意的几点：

1. Start with a statement of sympathy. 2. Follow with sentences about mutual experiences or relationship. 3. Close with some expressions of comfort and affection. 下面是一封悼念业务伙伴的慰问信，可供参考：

Dear President Anderson We were distressed to read in the Times this morning that your Chairman, Mr. Yonga had passed away and I am writing at once to express our deep sympathy on behalf of my colleagues. I had the privilege of knowing Mr. Yonga for many years and always regarded him as a personal friend. By his untimely passing our industry has lost one of the ablest leaders. We at the representative office in London recall his many kindnesses and the pleasure of doing business together with him. Mr. Yonga will be greatly missed by all of us who have known him and worked with him in building a better community between our two businesses. Please accept our deepest sympathy and convey our best wishes to Lady Yonga and her family. Kevin Smith Chief Representative London Office L 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