

国际商务师业务外语辅导：价格让步回函国际商务师考试

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把国际商务师站点加入收藏夹 欢迎进入：2009年国际商务师

课程免费试听 更多信息请访问：百考试题国际商务师、百考

试题论坛国际商务师 下面有一个例子，将告诉你如何给客户

写价格让步回信。 20 January 2008 Kee & Co., Ltd 34 Regent

Street London, UK Dear Sirs: Thank you for your letter of 20

January 2008. We are disappointed to hear that our price for Flame

cigarette lighters is too high for you to work on. You mention that

Japanese goods are being offered to you at a price approximately

10% lower than that quoted by us. We accept what you say, but we

are of the opinion that the quality of the other makes does not

measure up to that of our products. Although we are keen to do

business with you, we regret that we cannot accept your counter offer

or even meet you half way. The best we can do is to reduce our

previous quotation by 2%. We trust that this will meet with your

approval. We look forward to hearing from you. Yours faithfully,

Tony Smith Chief Seller 参考译文 先生: 二零零八年元月二十日

来函收到，不胜感激。得知贵公司认为火焰牌打火机价格过

高，无利可图，本公司极感遗憾。来函又提及日本同类货品

报价较其低近百分之十。本公司认同来函的说法，然而，其

他厂商的产品质量绝对不能与本公司的相提并论。虽然极望

与贵公司交易，但该还盘较本公司报价相差极大，故未能接

受贵公司定单。特此调整报价，降价百分之二，祈盼贵公司

满意。 谨候佳音。 销售部主任 托尼.斯密思谨上 2008年1月20
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