

国际商务师业务外语辅导：中英文函电范文对照国际商务师  
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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  
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试题论坛国际商务师 外贸函电:回信 外贸函电:回信（英文版

） Dear Mr. / Ms, Thank you for your letter conveying  
congratulations on my appointment. I wish also to thank you for the  
assistance you have given me in my work and look forward to better  
cooperation in the future. Sincerely 外贸函电:回信（中文版）尊  
敬的先生/小姐，感谢你来信对我的任命表达的祝贺。我也感  
谢您对我的工作给予的支持，并期望未来能有更好的合作。

诚挚的 外贸函电：回复投诉 外贸函电：回复投诉（英文版）

20 May 2000 Kee amp. Co., Ltd 34 Regent Street London, UK Dear  
Sirs: Thank you for your letter of 20 May regarding your order  
no.645. We are sorry to learn that there was a mix-up in your order.  
We are now sending the consignment to you by airfreight. It should  
be with you within a week. The necessary documentation will be sent  
under separate cover. Please hold the goods which were wrongly  
shipped for collection. We offer our sincere apologies for the delay.  
Should you have any further problems, please do not hesitate to  
contact us immediately. Yours faithfully, Tony Smith Chief Seller 外  
贸函电：错运货物的回复（中文版）先生: 五月二十日有关  
第645号定单的来信收到。得知错运货物，本公司感到抱歉。  
正确的货物已安排空运，应于一周内运抵。有关文件将加函

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