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class="mar10"> 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

Importer Writes to Exporter
Dear Sirs, We have obtained your address from the Commercial Counsellor of your Embassy in London and are now writing you for the establishment of business relations. We are very well connected with all the major dealers here of light industrial products, and feel sure we can sell large quantities of Chinese goods if we get your offers at competitive prices. As to our standing, we are permitted to mention the Bank of England, London, as a reference. Please let us have all necessary information regarding your products for export.

Yours faithfully, 外贸英语函电范文写作常用词汇：Notes

1.commercial adj. 商业的，商务的 commercial counsellor 商务参赞 commercial counsellors office 商务参赞处 commercial attache 商务专员 commercial articles 商品，（报上）商业新闻 commerce n. 商业 commerce department 商业部门 2.embassy n. 大使馆 the American Embassy in Beijing 美国驻北京大使馆 ambassador n. 大使，使节 3.dealer n. 商人 retail dealer (or:retailer) 零售商 wholesale dealer (or:wholesaler) 批发商 deal n. b. 贸易，成交，经营 make (or:do) a deal with... 与...做交易 deal on credit 信用交易，赊帐买卖 4.connected with... 与...有联系；与...有关系 5.light industrial product 轻工业产品 6.competitive adj. 有竞争

力的 competitive price 竞争价格 competitive capacity 竞争能力
competitive power 竞争能力 competitive edge 竞争优势 eg.If your
price is competitive, we will place an order with you. 如果你方价格
有竞争力的话，我们将向你方发出订单。 Your products has no
competitive capacity in our market. 你方产品在我市场上没有竞
争力。 compete v. 竞争 ~ with (or:against) sb. in sth. 在...方面与
某人竞争 eg.We should compete with other enterprises in the
quality of the products. 我们必须在产品的质量方面与其它企业
竞争。 ~ with (or:against) sb. for sth. 为...事情与某人竞争 eg.We
must compete against other countries in trade for obtaining larger
international market. 为了获取更大的国际市场我们必须与其他
国家在贸易方面进行竞争。 competition n. 竞争 eg.To enable us
to meet competition, you must quote the lowest possible price. 为了
使我们能适应竞争，你方必须报尽可能低的价格。
competitor n. 竞争者，竞争对手 eg.We trust that the superior
quality, attractive design and reasonable price of our products will
surely enable us to defeat the competitors. 我们相信我方产品的优
良质量、诱人设计、合理价格定能使我方击败竞争对手。

7.standing 资信情况，信誉，固定的，永久的 standing cost 长
期成本，固定成本 standing orders 长期订单 standing director 常
务董事 外贸 英语 函电范文中有关“资信情况”的表达方法：
credit standing 信誉情况 financial standing 财金情况 finances 财
源，资金情况（常用复数） 8.We are permitted to mention the
Bank of England, London, as a reference. 我们已征得伦敦的英国
银行同意，把它们作为我们的咨询银行。 9.regarding prep. 关
于，与 with regard to, in regard to, as regards 同义，一般可以换

用。 eg.Regarding the terms of payment, we require confirmed and irrevocable letter of credit. 关于支付条件，我们要求保兑的、不可撤消的信用证。 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