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建议提供代用品 Dear Sir or Madam, It is a pleasure to know of your continued interest in our products. The samples you have requested are now available and will be sent free of charge. We have sent the package via FedEx, with Airway Bill Number 8180-8713-0983. We hope you find these samples your killing. We would like to reiterate that we accept customization of products to suit your requirements. Please do not hesitate to contact us for any further clarification. We look forward to doing business with you. With best wishes, Hillary 能提供样品,但需要对方支付运费 Dear Sir or Madam, It is a pleasure to know of your continued interest in our products. The samples you have requested are now available. Samples are free of charge, but according to our company's policy, the customer must pay the shipping cost. Samples will be sent immediately as soon as the standard US\$70 shipping payment is transferred to our account No. 009-334833299-2432 at Hong Kong & Shanghai Banking Corporation (HSBC) or when you provide us with your DHL, UPS or FedEx account number. Sorry for the inconvenience, I hope this little formality will not stand in the way of our future relationship. We hope you can understand our position and look forward to our future cooperation. With best regards, Hillary 能提供样品,但需要对方提供营业执照 Dear Sir, We are pleased that your company is interested in our products. The

samples you have requested are now available. They are free of charge, but it is our company policy to request a Certificate of Incorporation. Samples will be sent immediately as soon as the Certificate of Incorporation has been sent to our fax number, (86-0577)62889098. Sorry for the inconvenience. We sincerely hope this little formality will not stand in the way of our future relationship. We hope you can understand our position and look forward to our further cooperation. With best regards, Hillary 拒绝买家的要求

Dear Sir or Madam: Thank you for your inquiry dated 25 March. We are always pleased to hear from a valued company. I regret to say that we cannot agree to your request for technical information regarding our products. The fact is that most of our competitors also keep such information private and confidential. I sincerely hope that this does not inconvenience you in any way. If there is any other way in which we can help you, do not hesitate to contact us again. Truly yours, 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：百考试题论坛国际商务师 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