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商务英语信函范本一：主动跟新买家建立联系 Dear Mr. Jones:

We understand from your information posted on Alibaba.com that you are in the market for textiles. We would like to take this

opportunity to introduce our company and products, with the hope that we may work with Bright Ideas Imports in the future. We are a joint venture specializing in the manufacture and export of textiles.

We have enclosed our catalog, which introduces our company in detail and covers the main products we supply at present. You may also visit our online company introduction at

<Http://xxxxxxxxxx.alibaba.com> which includes our latest product line. Should any of these items be of interest to you, please let us know. We will be happy to give you a quotation upon receipt of your detailed requirements. We look forward to receiving your enquires soon. Sincerely, 商务英语信函范本二：对新买家要求建立业务

联系的回复 Dear Mr. Jones: We have received your letter of 9th April showing your interest in our complete product information.

Our product lines mainly include high quality textile products. To give you a general idea of the various kinds of textiles now available for export, we have enclosed a catalogue and a price list. You may also visit our online company introduction at

<Http://xxxxxxxxxx.alibaba.com> which includes our latest product line. We look forward to your specific enquiries and hope to have

the opportunity to work together with you in the future. Sincerely,.

商务英语信函范本三：向老客户介绍公司的最新产品信息

Dear Mr. Jones: We have refreshed our online catalog at <http://xxxxxxxxxxx.com>, and now it covers the latest new products, which are now available from stock. We believe that you will find some attractive additions to our product line. Once you have had time to study the supplement, please let us know if you would like to take the matter further. We would be very happy to send samples to you for close inspection. We will keep you informed on our progress and look forward to hearing from you. Sincerely, 商务英语信函范

本四：作为供应商，当对方压价太低 Dear Mr. Jones: We

confirm having received your telex No.LT/531 of May 17, asking us to make a 10% reduction in our price for Mens Shirts. Much to our regret, we are unable to comply with your request because we have given you the lowest possible price. We can assure you that the price quoted reflects the high quality of the products. We still hope to have the opportunity to work with you and any further enquiry will receive our prompt attention. Sincerely, 商务英语信函范本五：无

法提供对方查询中所要求的产品时 Dear Mr. Jones: Thank you for your enquiry of 12 March cate 9 cable. We appreciate your efforts in marketing our products and regret very much that we are unable to supply the desired goods due to excessive demand. We would, however, like to take this opportunity to offer the following material as a close substitute: Cate 5, US\$\_\_ per meter FOB Shanghai, including your commission 2%. Please visit our catalog at <http://www.xxxxxxxxx.com> for more information on this item. If

you find the product acceptable, please email us as soon as possible.

Sincerely, 商务英语信函范本六：要求对方开立信用证 Dear Mr. Jones: With reference to the 4,000 dozen shirts under our Sales Confirmation No.SX260, we wish to draw your attention to the fact that the date of delivery is approaching but up to the present we have not received the covering L/C. Please do you utmost to expedite its establishment so that we may execute the order within the prescribed time. In order to avoid subsequent amendments, please see to it that the L/C stipulations are in exact accordance with the terms of the contract. We look forward to receiving your favorable response at an early date. Sincerely, 欢迎进入：2010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](http://www.100test.com)