

2011年报检员考试辅导：外贸实战英语9 PDF转换可能丢失图片或格式，建议阅读原文

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开头语与自我介绍 从中华人民共和国驻...大使馆商务参赞处获悉贵公司名称和地址，现借此机会与贵方通信，意在达成一些实际交易为开端，以建立业务关系。

1. Having had your name and address from the Commercial Counselor ' s office of the Embassy of the People ' s Republic of China in..... , we now avail ourselves of this opportunity to write to you and see if we can establish business relations by a start of some Practical transactions。 从中国国际贸易促进会获悉，你们有意采购电器用具。

2. We have heard from China Council for the Promotion of International Trade that you are in the market for Electric Appliances。 驻贵地的中国领事向我们介绍，你公司是...生产...(商品)的大出口商。

3. Your name has been recommended to us by the Chinese Consul stationed in your city as large exporters of goods produced in 从...获悉你们行名及地址并了解你们是.....有经验的进口商。现向你们开报...，盼能在贵地市场推销。

4. From , we have obtained your name and address and understand that you are experienced importers of We have pleasure in offering you of which we would appreciate your pushing the sale on your market。 从...获悉你公司专门经营...，现愿与你公司建立业务关系。

5. We learn from that your firm specializes in , and would like to establish business relationship with you。 承... ..的介绍，获悉你们是.....有代表性的进口商之一。

6.

Through the courtesy of..... we have learned that you are one of the representative importers of 据纽约司密斯公司所告，得悉你公司名称和地址，并得知你们...日本东京商会已把你行介绍给我们。 7. Your name and address has been given to us by Messrs. J. Smith 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