

2011年外销员考试辅导：商业信函 PDF转换可能丢失图片或格式，建议阅读原文

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A: did you see the letter I got from Bradford Films? They sent it in response to your phone call last week.  
B: if they wanted to say something about my call last week, why didn't they send it to me? A: I guess they must not have your contact information, so they sent it addressed in care of your department head. Anyhow, they wrote to confirm in writing what you discussed about the Milton contract. B: can I see it for a second? A: sure, here it is... B: " Dear Mr. Clark, Further to our telephone call last Friday, I am writing to confirm our meeting on July 21. As we discussed, our meeting is to review the contract details. " A: did they ask you to send the files beforehand? B: let's see, " we would be grateful if you could please send related materials to our office prior to our meeting. " It looks like...hey, was there anything else sent along with this letter? A: I don't think so, why do you ask? B: the letter reads, " please find enclosed a copy of our agenda for your review. " I don't see anything else in the envelope... A: maybe they forgot to attach it to the letter. You should give them another call. 你看到布拉福德电影公司给我寄来的信了吗？他们是回复你上周给他们去的电话。如果他们要说我上周电话的事，那为什么不把信寄给我？我想他们一定是没有你的联系方式，所以才在地址处上加上烦转交部门领导。不管怎样，他们写信的目的就是以书面形式确认一下你们有关米尔顿合同的讨论细节。我可以看一下信吗？当然可以，给你。 " 亲爱的克拉克先生，

关于上周五的通话内容，我写信来确认7月21日的会议。我们已经讨论过，此次会议主要是审核一下合同的细节。”他们要你提前寄发文件了吗？我看一下，“如果你们能在会议之前把相关材料寄到我们办公室的话，我们会非常感激。”好像...嗨,还有什么东西同这封信一同寄来的？没有了，你为什么这么问？信上说，“请查收随信附上的会议日程复印件，供你参考。”在信封里我什么也没看到。也许他们忘记把他附在信里了。你应该再给他们打个电话。Address 些姓名地址 Confirm 确认 Details 细节 Beforehand 提前，事先 Related 相关的 Prior 在...之前 Attach 附上 Reference 参考 Regarding 关于 Announce 宣布，通知 Respond 回应，回答 Survey 调查 Urgent 急迫的 The letter is in response to my phone call last week. 这封信是回复我上周的电话内容。 I am writing to confirm our meeting. 我写这封信是为了确认我们的会议安排。 Please find enclosed a copy of our agenda. 请查收随信附上的会议日程复印件。 I don't know the name of the contact person. 我不知道联系人的姓名。 To whom it may concern 相关人员手 Attached is our customer survey 随信附上我们的顾客调查表 At your earliest convenience 您方便时务请从速回复 As soon as possible 尽快 相关推荐： 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)