

2011年国际商务师考试辅导：商务信函范文 PDF转换可能丢失图片或格式，建议阅读原文

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本文主要介绍英文商务信函范文的起始用语，供大家参考。（一）起始用语 A.建立贸易关系

1.我们愿与贵公司建立商务关系。 2.我们希望与您建立业务往来。 3.我公司经营电子产品的进出口业务，希望与贵方建立商务关系。

例句： 1.We are willing to establish trade relations with your company. 2.Please allow us to express our hope of opening an account with you. 3.This corporation is specialized in

handing the import and export business in electronic products and wishes to enter into business relations with you. B.自我推荐 1.请容我们自我介绍，我们是……首屈一指的贸易公司。

2.本公司经营这项业务已多年，并享有很高的国际信誉。 3.我们的产品质量一流，我们的客户一直把本公司视为最可信赖的公司。

例句： 1.Let us introduce ourselves as a leading trading firm in...

2.Our company has been in this line of business for many years and enjoys high international prestige. 3.Our products are of very good quality and our firm is always regarded by our customers as the most

reliable one. C.推销产品 1.我们从……获知贵公司的名称，不知贵公司对这一系列的产品是否有兴趣。 2.我们新研制的...

...已推出上市，特此奉告。 3.我们盼望能成为贵公司的……供应商。 4.我们的新产品刚刚推出上市，相信您乐于知道。

5.相信您对本公司新出品的……会感兴趣。 例句： 1>Your name has been given by...and we like to inquire whether you are interested in these lines. 2.We are pleased to inform you that we have

just marketed our newly-developed.... 3.We are pleased to get in touch with you for the supply of.... 4.You will be interested to hear that we have just marketed our new product. 5.You will be interested in our new product.....

D.索取资料 1.我们对贵方的新产品...
...甚感兴趣，希望能寄来贵公司的产品目录及价目表。 2.我们从纽约时报上看到贵公司的广告，但愿能收到产品的价目表及详细资料。 3.获知贵公司有.....已上市，希望能赐寄完整的详细资料。 4.如蒙赐寄贵公司新产品的详细资料，我们将深表感激。 5.如蒙赐寄有关.....的样品和价目表，我们将甚为感激。

例句： 1.We are interested in your new product...and shall be pleased to have a catalog and price list. 2.We have seen your advertisement in The New York Times and should be glad to have your price lists and details of your terms. 3.We hear that you have put...on the market and should be glad to have full details. 4.We should appreciate full particulars of your newly developed product. 5.We should be obliged if you would send us patterns (or samples)and price lists of your....

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