

2011年国际商务师考试辅导：报价版英语函电 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/646/2021\\_2022\\_2011\\_E5\\_B9\\_B4\\_E5\\_9B\\_BD\\_c29\\_646447.htm](https://www.100test.com/kao_ti2020/646/2021_2022_2011_E5_B9_B4_E5_9B_BD_c29_646447.htm) 本文主要介绍报价版英语函电

，供大家参考学习。 报价版函电（一） Dear Sirs: This time last year you placed an order for Type BS362 12-volt sealed batteries. This is a discontinued line which we had on offer at the time. We now have a similar product on offer, Type CN233. It occurs to us that you might be interested. A descriptive leaflet is enclosed. We have a stock of 590 of Type CN233 which we are selling off at GB £ 30 each. We can offer a quantity discount of up to 15%, but we are prepared to give 20% discount for an offer to buy the complete stock. We are giving you this opportunity in view of your previous order. We would appreciate a prompt reply, since we will put the offer out in the event of your not being interested. Yours faithfully,

Tony Smith Chief Seller 先生: 去年此时贵公司所订购的BS362型号12伏密封电池，现已停止生产。现有同类型产品CN233，存货共五百九十件，特惠价每件30英镑。贵公司如感兴趣，敬请参看随附的简介说明。大批订购可获八五折优惠，整批购入则可享八折特惠。为感谢贵公司以往惠顾，特此给予订购优惠。极盼立即回覆，如贵公司未欲订购，本公司亦能尽早另作安排。 销售部主任 托尼·斯密思 谨上 2004年1月20日（

二） Dear sirs, We have received your address from... a business acquaintance of ours in... who also informed us that you require a large amount of the items we manufacture. Our... are very well known in more than European and other foreign countries. During

the past...years, we have been able to constantly expand our export program. We are interested in gaining foothold in your country and offering our entire line of...on the market. In order to give you an idea of the capacity of our organization, we are enclosing our comprehensive illustrated brochure. We would be very pleased to receive an answer from you. Sincerely yours. ( signature ) 敬启者: 我们已由... ( 公司名 ) 得悉贵司的地址,该公司是我们在...(地名)的生意往来时结识的.其并告之我们,贵司正需大量蔽公司所制造的产品。蔽公司的...( 品名 ) 在大部分欧洲及其他国家享有盛名.过去...年以来,蔽公司均能稳定地扩大出口计划。蔽公司对于在贵国获得立脚点深感兴趣,故原供应本公司的所有产品以满足贵国需要。为了使贵司对我们的公司结构有所了解,特附上一本综合性简介小册子,望查收! 敬侯答复! 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)