

商业信函的7个“C”原则 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__E5_95_86_E4_B8_9A_E4_BF_A1_E5_c96_646311.htm 写信的原则 (Writing Principles)

已从原来的3个“C”(Conciseness, Clearness, Courtesy)发展到目前的7个“C”: Completeness, Clearness, Concreteness, Conciseness, Correctness, Courtesy, Consideration

实例: Dear Sirs, With reference to your letter of April 9, we are pleased to accept your offer of 100 tons of Copper Wire as per your Offer Sheet No.8/070/02B. Please go ahead and apply for your Export Licence. As soon as we are informed of the number of the Export Licence we will open the L/C by cable. 信的本文汉译 关于你们四月九日涵，我们高兴地接受你们第8 / 0 7 0 / 0 2 B号报盘单所报1 0 0吨紫色铜丝。请着手办理申请出口许可证。一经接到出口许可证号码的通知，当即电开信用证。

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