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https://www.100test.com/kao_ti2020/285/2021_2022__E5_95_86_E5_8A_A1_E5_B8_88_E4_c67_285481.htm 一、介绍信 1. Dear

Mr/Ms, This is to introduce Mr Frank Jones ,our new marketingspecialist who will be in London from April 5 to midApril on business.We shall appreciate any help you can give Mr Jones andwill always be happy to reciprocate. Yours faithfully 尊敬的先生/小姐，现向您推荐我们的市场专家弗兰克琼斯先生。他将因公务在四月15日到四月中旬期间停留伦敦。我们将非常感谢您向琼斯先生提供的任何帮助，并非常高兴施以回报。您诚挚的

2. Dear Mr/Ms, We are pleased to introduce Mr Wang You, our import managerof Textiles Department. Mr Wang is spending three weeksin your city to develop our business with chief manufacturesand to make purchases of decorative fabrics for the comingseason.We shall be most grateful if you will introduce him toreliable manufacturers and give him any help or advice he mayneed. Your faithfully 尊敬的先生/小姐，我们非常高兴向您介绍我们纺织部的进口经理王有先生。王先生将在你市度过三周，他要与主要的生产厂家拓展商务并为下一季度采购装饰织品。如能介绍他给可靠的生产厂家，向他提供所需的任何帮助或建议，我们将不胜感谢。您诚挚的

二、感谢信 Dear Mr/Ms, Thank you for your letter of June 4, enclosing anaccount of the organization and work of your Chamberof Commerce and Industry.We are very grateful for such a detailed account ofyour activities. This information is certain to helpincrease our future

cooperation. Yours faithfully 尊敬的先生/小姐，感谢您六月四日的来信及随信附上的说明书，该说明书描述了你们工商总会的工作与组织结构。对给我们一个你们活动如此详细的描述，我们表示非常感谢。这一信息一定能帮助促进我们未来的合作。你诚挚的

三、祝贺信 1. Dear Mr/Ms, On the occasion of the 35th anniversary of your National Day, please accept our heartiest congratulations. May the trade connections between our countries continue to develop with each passing day! Yours faithfully 尊敬的先生/小姐，值此国庆三十五周年之际，请接受我们最真诚的祝贺。愿我们两国之间的贸易联系持续发展。你诚挚的

2. Dear Mr Minister Allow me to convey my congratulations on your promotion to Minister of Trade. I am delighted that many years service you have given to your country should have been recognized and appreciated. We wish you success in your new post and look forward to closer cooperation with you in the development of trade between our two countries. Sincerely 尊敬的部长先生，请允许我向您升任贸易部长表示祝贺。多年来你对国家的贡献被认可，欣赏，我非常高兴。我们祝愿您在新的职位取得成功，期待我们两国在贸易发展上进一步合作。诚挚的

四、回复信 Dear Mr/Ms, Thank you for your letter conveying congratulations on my appointment. I wish also to thank you for the assistance you have given me in my work and look forward to better cooperation in the future. Sincerely 尊敬的先生/小姐，感谢你来信对我的任命表达的祝贺。我也感谢您对我的工作给予的支持，并期望未来能有更好的合作。诚挚的

五、邀请信与答复 1、邀请信 Dear Mr/Ms, We should like to invite

your Corporation to attend the 1997 International Fair which will be held from April 29 to May 4 at the above address. Full details on the Fair will be sent in a week. We look forward to hearing from you soon, and hope that you will be able to attend. Yours faithfully 尊敬的先生/小姐，在上述地址，我们想请贵公司参加于四月二十九日到五月四日举办的1997国际商品交易会，关于交易会的详情我们一周内将寄给你。希望不久能收到你的来信，并能来参加。您诚挚的

2、肯定答复 Dear Mr/Ms, Thank you for your letter of March 20 inviting our corporation to participate in the 1997 International Fair. We are very pleased to accept and will plan to display our electrical appliances as we did in previous years. Mr Li will be in your city from April 2 to 7 to make specific arrangements and would very much appreciate your assistance. Yours faithfully 尊敬的先生/小姐，感谢三月二十八日来信邀请我们公司参加1997国际商品交易会。我们乐于参加并计划展示我们前几年生产的电子设备。李先生将于四月二日至七日去你市做具体安排，非常感谢你的协助。你诚挚的

3、否定的答复 Dear Mr/Ms, Thank you very much for your invitation to attend the 1997 International Fair. As we are going to open a repair shop in your city at that time, we are sorry that we shall not be able to come. We hope to see you on some future occasion. Yours faithfully 尊敬的先生/小姐，非常感谢您邀请我们参加1997国际商品交易会。由于我们将于同一时间到你市新开一家维修店，非常抱歉我们不能前去。希望以后在某些场合见到您。您诚挚的

商务回信中的经典例句本公司断定我们所提供的货色优良，价格公道，感谢贵公司给我们一个机会，使我们的要求得以实现。 We are

certain that we are offering a sound article at popular price, and we should appreciate an opportunity to substantiate our claims. 贵公司5月6日函悉, 本公司无法承购贵公司开价的商品。此复。 In answer to your favour of the 6th May, we inform you that we are unable to take the goods offered by you. 关于贵公司所询麦麸一事, 现可提供该货20吨。 In answer to your inquiry for bran, we offer you 20 tons of the same. 贵函收悉, 此地商场仍保持平静。 Answering to your letter, we state that the market remains quiet. 至今未复5月8日贵函, 甚感歉疚, 还望原谅。 Kindly excuse our not replying to your favour of the 8th May until today. 本月8日贵函敬悉。 ??先生是位诚实可靠的人, 特此告知。 In response to your letter of the 8th inst., I am pleased to say that Mr. ?? is a man of trustworthy character. 关于所询H.先生的情况, 谨此高兴地告知, 他是一位足以信赖的人。 In response to your inquiry respecting Mr. H., we have pleasure in stating that he is a thoroughly reliable man. 关于S.公司的情况, 我们特此欣然函复。 We are glad to answer your inquiry concerning S. & Company. 关于J.先生的情况, 谨此高兴地告知, 我们认为他是绝对可以信赖的人。 Answering to your inquiry respecting Mr. J., we are pleased to say that we found him absolutely reliable. 17日贵函关于结帐一事, 谨此告知, 我们将很快寄去支票。 Replying to your letter of the 17th respecting the account, I will send you a cheque shortly. 谨复贵公司本月10日函询. 我们不能提供贵公司特定的那种餐盘的报价。 Replying to your inquiry of the 10th inst., we are unable to offer you plates of the size you specify. 贵函收悉, 我们已将样品提交本公司的买方, 特此奉告。 In reply to your letter, we are pleased to

inform you that we have shown the sample to our buyer. 你方6月12日的来函收悉, 兹寄去面额为150美元的支票一张, 谨此奉复。
In reply to yours of 12th June, I send herewith a cheque, valuing \$150. 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