# 业务信函英语作文模板范文(22篇)

来源：网络 作者：莲雾凝露 更新时间：2025-07-20

*业务信函英语作文模板范文 第一篇商务英语外贸英语信函参考大全 wish to advise you that the goods your ordered have been shipped today.很高兴告知你方,你们所订的\'货物今天...*

**业务信函英语作文模板范文 第一篇**

商务英语外贸英语信函参考大全

wish to advise you that the goods your ordered have been shipped today.

很高兴告知你方,你们所订的\'货物今天已运出

are pleased to inform you that the last lot consignment has been duly dispatched.

很高兴告知你方,上一次寄送货物已如期运送

m/s “ Vicoria” has left our port carrying the goods for your order No 303. today.

承载你方303号订单货物的“ Vicoria”船已离开我方港口

ship is scheduled to arrive at your port on the 28th October and you may now make all the necessary preparations to take delivery of the goods.

船预计在10月28日到达你方港口,你们现在可以做好提货的准备

goods were shipped by the direct steamer “ Eli:” on May 10th and are estimated to reach Shanghai before June 1st.

货物由“ Eli:”号直航船在5月10号运出,预计在6月1日前到达上海

trust that the goods will reach you in perfect condition.

我们相信货物会完好无损地到达你方

trust the consignment will reach you safely and open up to your satisfaction.

我们相信货物会安全到达你方,并且使你满意

have dispatched your order for Indian rugs which are scheduled to arrived at your port next Friday.

我们已把你方订购的印度地毯运出,将在下周五到达你方港口

shirts under contract No 60,we have booked space on SS.” Eagle” due to arrive in your city around the beginning of next month.

我们预订了“Eagle”号船的船舱来承载你方60号合同下的衬衫.预计在下个月月初到达你方

shipment will be made in three equal monthly installments, beginning fro next month.

货物将从下个月开始按月分三期运送

**业务信函英语作文模板范文 第二篇**

商务英语外贸英语信函实用语句

the volume of business concluded by you is not big enough, we won’ t consider the question of agency.

由于贵司所做业务的量不够大，我们不考虑代理问题

think it premature for us to discuss the question of agency at present stage.

我们认为对我们而言目前讨论代理问题还不成熟

time is not yet mature to discussion of agency.

讨论代理的时机还未成熟

would like to say that this initial stage contract between us , both side do not understand each other very well, so there seems to be no sufficient bases for us to negotiate agency.

由于彼此还不甚了解，我们认为我们之间初始阶段的关于代理的协议似乎还不充分

am afraid that this is not good time yet to push the sales of our product in your market.

恐怕在你方市场推广我司产品还不是好时机

do not think the time is right for the discussion of the question of exclusive agency.

我们认为此时讨论独家代理问题不妥

regret to say that since there is so far no transaction concluded between us, we have to decline your quest for agency.

由于我们之间业务还未开展，很遗憾我们终止你方代理的请求

question of agency is still under consideration and we hope you will continue your effort to push the sale of our product at present stage.

关于代理的\'问题我们仍在考虑之中，希望你方在现阶段仍需努力推广我司产品的销售

shall not consider pointing you as our sole agent until your sales record justify our doing so.

我们还不指定你方为我司的独家代理，直到你们的成绩证明我们可以这么做

we discuss the matter of agency when your market condition turns better?

当你方市场情况变好时我们再讨论代理事宜可以吗

**业务信函英语作文模板范文 第三篇**

商务英语信函常用句型

一、商业书信常用开头语

Opening Phrases & Sentences Generally Used In Business Letters

1. I will write you particulars in my next.

2. Particulars will be related in the following.

3. I will relate further details in the following.

4. I will inform you more fully in my next.

5. I will go (enter) into further details in my next.

二、如下列所记，如附件所述，等。

1. As stated below,

2. Annexed hereto,

3. Attached you will find...

4. As shown on the next page

5. As indicated overleaf(下页，背面)

6. As at foot hereof,

7. Sent with this,

8. As the drawings attached,

9. As shown in the enclosed documents,

10. As already mentioned,

11. As particularized on the attached sheet,

12. As detailed in the previous letter,

三、我们盼望于近日内接获回信，等。

1. We hope to receive your favour at an early date.

2. We hope to be favoured with a reply with the least delay.

3. We await a good news with patience.

4. We hope to receive a favourable reply per return mail.

5. We await the pleasure of receiving a favourable reply at an early date.

6. We await the favour of your early (prompt) reply.

7. A prompt reply would greatly oblige us.

8. We trust you will favour us with an early (prompt) reply.

9. We trust that you will reply us immediately.

10. We should be obliged by your early (prompt) reply.

11. Will your please reply without delay what your wishes are in this matter?

12. Will you kindly inform us immediately what you wish us to do.

13. We request you to inform us of your decision by return of post.

14. We are awaiting (anxious to receive) your early reply.

15. We thank you for the anticipated favour of your early reply.

16. We should appreciate an early reply.

17. We thank you in anticipation of your usual courteous prompt attention.

18. We thank you now for the courtesy of your early attention.

19. We hope to receive your reply with the least possible delay.

20. Kindly reply at your earliest convenience.

21. Please send your reply by the earliest delivery.

22. Please send your reply by messenger.

23. Please reply immediately.

24. Please favour us with your reply as early as possible.

25. Please write to us by tonight’s mail, without fail.

26. May we remind you that we are still awaiting your early reply.

27. May we request the favour of your early reply?

28. A prompt reply would help us greatly.

29. A prompt reply will greatly oblige us.

30. Your prompt reply would be greatly appreciated.

31. Your prompt attention to this matter would be greatly esteemed.

32. We look forward to receiving your early reply.

33. We thank you now for this anticipated courtesy.

34. As the matter is urgent, an early reply will oblige.

35. We reply on receiving your reply by return of post.

四、请原谅我的回信延迟……，等。

1. Please excuse my late reply to your very friendly letter of March 1.

2. I hope you will forgive me for not having written you for so long.

3. I hope you will excuse me for not having replied to you until today.

4. I humbly apologize you for my delay in answering to your kind letter of May 5.

5. I have to (must) apologize you for not answering your letter in time.

6. I must ask you to kindly accept our excuses, late as they are.

五、特此奉告等

To inform one of; To say; To state; To communicate; To advise one of;

To bring to one’s notice (knowledge); To lay before one;

To point out; To indicate; To mention; To apprise one of;

To announce; To remark; To call one’s attention to; To remind one of; etc.

1. We are pleased to inform you that

2. We have pleasure in informing you that

3. We have the pleasure to apprise you of

4. We have the honour to inform you that (of)

5. We take the liberty of announcing to you that

6. We have to inform you that (of)

7. We have to advise you of (that)

8. We wish to inform you that (of)

9. We think it advisable to inform you that (of)

10. We are pleased to have this opportunity of reminding you that (of)

11. We take the advantage of this opportunity to bring before your notice

12. Please allow us to call your attention to

13. Permit us to remind you that (of)

14. May we ask your attention to

15. We feel it our duty to inform you that (of)

**业务信函英语作文模板范文 第四篇**

外贸商务英语信函常用基础材料大全

外贸商务英语信函是外贸工作中常常会用到的一种函电形式，许多新手都在纠结商务英语信函怎么写，想写好商务英语信函，写的\'专业一点，就一定要掌握商务英语信函的基础材料。

1. 特此奉告等

To inform one of;

To say;

To state;

To communicate;

To advise one of;

To bring to ones notice (knowledge);

To lay before one;

To point out;

To indicate;

To mention;

To apprise one of;

To announce;

To remark;

To call ones attention to;

To remind one of; etc.

1)We are pleased to inform you that

2)We have pleasure in informing you that

3)We have the pleasure to apprise you of

4)We have the honour to inform you that (of)

5)We take the liberty of announcing to you that

6)We have to inform you that (of)

7)We have to advise you of (that)

8)We wish to inform you that (of)

9)We think it advisable to inform you that (of)

10)We are pleased to have this opportunity of reminding you that (of)

11)We take the advantage of this opportunity to bring before your notice

12)Please allow us to call your attention to

13)Permit us to remind you that (of)

14)May we ask your attention to

15)We feel it our duty to inform you that (of)

2. 为(目的)奉告某某事项

1)The purpose of this letter is to inform you that (of)

2)The purport of this line is to advise you that (of)

3)The object of the present is to report you that

4)The object of this letter is to tell you that

5)By this letter we Purpose to inform you that (of)

6)Through the present we wish to intimate to you that

7)The present serves to acquaint you that

3. 惠请告知某某事项等

1)Please inform me that (of)

2)Kindly inform me that (of)

3)Be good enough to inform me that (of)

4)Be so good as to inform me that (of)

5)Have the goodness to inform me that (of)

6)Oblige me by informing that (of)

7)I should be obliged if you would inform me that (of)

8)I should be glad if you would inform me that (of)

9)I should esteem it a favour if you would inform me that (of)

10)I will thank you to inform me that (of)

11)You will greatly oblige me by informing that (of)

12)We shall be obliged if you will inform us that (of)

13)We shall be pleased to have your information regarding (on, as to; about)

14)We shall deem it a favour if you will advise us of

15)We shall esteem it a high favour if you will inform us that (of)

**业务信函英语作文模板范文 第五篇**

关于商务英语信函分类

1、建立贸易关系(Establishment of business relations)

2、询盘(一般的或具体的)(Enquiry (general and specific))

3、报盘(实盘或虚盘)( Offer (firm or without engagement))

4、贸易磋商(Business negotiations)

5、有关成交(Conclusion of business)

6、有关销售合同或销售确认书(Sales contract or confirmation);

7、有关购货合同或购货确认书(Purchase contract or confirmation).

8、促销信(Sales promotion)

9、订货和执行(Order and the fulfillment)

10、有关信用证(Letter of Credit)

11、催证(Urging the establishment of L/C);

12、改正(L/C amendment);

13、信用证展期(Extension of L/C).

14、有关装运(Shipment)

15、催运(Urging shipment);

16、装运通知(Shipping advice).

17、续订(Repeat order)

18、保险(Insurance)

19、索赔(Claim)

20、提出索赔(to lodge a claim);

21、理赔(to settle a claim).

22、其他形式,如:

23、寻找代理(Ask for an agent);

24、加工贸易(Processing trade);

25、补偿贸易(Compensation trade);

26、建立合资企业(Establishing a joint venture)

**业务信函英语作文模板范文 第六篇**

1. As a special case , we may consider accepting your payments by D/P.

作为特例，我们可以考虑接受付款交单支付

the amount of each transaction is below $500, we agree to D/A days terms.

如果每笔交易低于500美金，我们同意30日承兑交单条件

could grant you the favourable terms of payment as D/A 45 days after sight.

我们同意45日承兑交单条款

view of the small amount of this transaction, we are prepare to accept payment by D/P at sight.

鉴于这笔交易数额较小，我们同意即期付款交单

or D/A is only accepted if the amount involved for each transaction is less the ￡1,000.

只有每笔交易低于1,000美金时，付款交单或承兑交单才被接受

request a 10% payment at the time of ordering . The remaining amount must be paid within 60 days.

我们要求下单时预付10%，余额在60日内必须付清

can only accept 20% cash payment in local currency. The other 80% by L/C should reach us 15 to 30 days before the delivery.

我们只能接受20%本地货币现金支付，其余80%应以信用证在交货期前15日到30日开出

8. If the payment is made by installments, the annual interest is calculated by 6% and paid off at the end of each year.

如果是部分付款，那么每年利息将以6%计算在每年年底结算

payments must be made within 60 days.

全部付款须在60日内付清

telegraphic transfer shall reach the bank of China at least five days before the delivery date of vessel.

电报应在船期前至少5日到达中国银行

letter of credit for each order shall reach us 30 days.

每单信用证应有30日期限到达我方

days prior to the date of delivery, you should pay against the presentation of the drawn on the opening bank.

你方需在船期15-20日前付款至我司开户银行

payment shall be made by telegraphic transfer to the bank of China , Head

office ,Beijing, China, for our account, within five business days after the contract signature date.

付款应在合同签订之日起5日内以电报方式抵达我司在中国银行北京总部的帐户

payment of 25% of the contract value shall be paid within 30 days of the date of signing the contract.

合同签订之日起30日内需提前支付合同金额的\'25%款项

payment shall be made by five annual installments of 20% each.

付款分五次支付，每次为总金额的25%

require full payment within 45 days with a 15% discount for cash payment in

advance.

我们要求45日内全额付清且有15%的现金折扣

total amount must be paid in full upon receipt of the shipping documents.

接到装船通知须全额付清

require payment by L/C to reach us one month prior to the time of shipment.

我们要求船期前一个月向我们开具信用证支付

are requested to pay $5,000 as a down payment.

你方被要求付5,000美金作为首付

percent of the contract value shall be paid in advance by cash, and 90% by sight draft drawn under an L/C.

合同金额的10%应以现金提前支付，剩下的90%以信用证开具即期汇票支付

**业务信函英语作文模板范文 第七篇**

Dear Mr. Clinton

Thank you for your letter of 9 May concerning faulty goods purchased in our store in London.

I am very sorry indeed that you were not satisfied with the pencils that you bought from our store.

Our company in always trying to improve the quality of its merchandise and we are very unhappy when one of our products does not give satisfaction. In fact, this was due to the breakdown of our packing machine.

In the meantime I regret the disappointment you were caused. As a gesture of goodwill, I have pleasure in refunding the cost of the pencils. And enclose a gift voucher that you can use in our London branch.

Thank you for bringing this matter to our attention. I hope any further purchases you many make at our stores will be up to our usual high standards

Yours sincerely

Paul Harvey

**业务信函英语作文模板范文 第八篇**

Dear Mr. Jones: we understand that from the information you have posted on Alibaba, you are a member of the textile market. We would like to take this opportunity to introduce our company and products.

We are a joint venture specializing in the production and export of textiles. We enclose our catalogue, which gives a detailed description of our company and covers us Main products currently supplied. You can also visit our online company introduction website http://xxxxxxxxxx Alibaba, which includes our latest product line, if you are interested in these products, please let us know and we will be happy to give you an offer after receiving your detailed request.

We look forward to receiving your inquiry as soon as possible, John Roberts.

中文翻译：

**业务信函英语作文模板范文 第九篇**

商务英语索赔信函

have to ask for compensation of ￡6,000 to cover the loss incurred as result of the inferior quality of the goods.

我们不得不就货物劣质产生的损失索赔6,000美金

are compelled to claim on you to compensate us for the loss, $20,000, which we have sustained by the disqualified goods.

我们被迫向你索赔20,000美金，其与不合格品价值相等

are willing to accept the shipment only if you allow a 30% reduction in price.

只有你方降价20%，我们才愿接近这批货

hope you will settle this claim as soon as possible.

我们希望你方尽早解决索赔

for shortage must be made within 30 days after arrival of the goods.

短货索赔须在货到30日内执行

remit us the amount of claim at an early date.

请早日将索赔款汇给我们

examination, we have found that many of the sewing machines are severely damaged.

检查时，我们发现许多缝纫机严重受损

dispatch, within one week, the replacement of another five refrigerators with a price reduction of thirty percent of the total value of the five refrigerators.

请一周内发货，更换另外5台冰箱并就五台总金额降价30%

should be obliged if you would forward us a replacement for the machine as soon as possible.

若你方尽可能地更换机器，我们将不胜感激

insist that you should send perfect goods to replace the defective goods.

我们坚持你方发来优质产品来更换次品

**业务信函英语作文模板范文 第十篇**

We are pleased to introduce ourselves to you and hope to have the opportunity to cooperate with you in business development. We take the liberty of writing to you with a view to establishing business relations with you; we wish to introduce to you that we are a state-owned company specializing in light industrial products, and that we are a state-owned company dealing in import and export business. As you are one of the leading importers, we are very pleased to contact you and hope to establish business relations with you and help you with your various requirements.

We understand that you are interested in both import business. In this regard, we would like to introduce ourselves and establish a mutually beneficial business relationship between our two companies. As a camera importer, your company enjoys a high reputation, which makes us hope to establish business relationship with you.

Therefore, we send you our catalogue and price list. Our products are manufacturers of first-class mills in China. Therefore, we are capable of serving your customers with the most reliable quality you suggest.

We specialize in the export of Chinese arts and crafts to express our desire to trade with you in this field. Our business is mainly textiles and handicrafts. We have been engaged in this industry for many years.

The purpose of this letter is to explore the possibility of developing trade with your company We are willing to establish business relationship with your company on the basis of equality, mutual benefit and exchange. What a person has is what he needs.

中文翻译：

我们很高兴向贵公司自我介绍，希望能有机会与贵公司在业务拓展方面进行合作。我们冒昧写信给你，以期与贵公司建立业务关系；我们希望向你介绍我们是一家国营公司，专门从事轻工业品，我们是一家国营公司，经营进出口业务。由于贵公司是主要的进口商之一，我们很高兴与贵公司联系，希望能建立业务关系，并为贵公司的各种要求提供帮助。

我们了解到贵公司对这两项进口业务都感兴趣关于这一点，我们希望介绍一下自己，希望能在我们两家公司之间建立互利的业务关系。贵公司作为照相机进口商享有很高的声誉，使我们希望与贵公司建立业务关系，因此，我们向贵公司寄上我们的产品目录和价格表，我们经营的商品是国内一流造纸厂的制造商，因此我们有能力以你方建议的最可靠的质量为您的。我们专门出口中国工艺品，表达我们的愿望与贵公司进行这方面的贸易 我们的业务主要是纺织品和手工艺品我们从事这一行业已有多年 本函的目的是探讨与贵公司发展贸易的可能性 我们愿意在平等、互利和交流的基础上与贵公司建立业务关系一个人所拥有的是他所需要的。

**业务信函英语作文模板范文 第十一篇**

商务英语信函参考模板

一、初次开场白：

It is my pleasure to write here for you.

二、回复开场白：

Further to our conversation earlier, .........

As discussed over the phone, .......

Thanks for you kind reply.

Thank you for your inquiry/email.

Thanks for your letter. It is my pleasure to receive your reply!

Thanks for your mail of ............

三、结尾：

We will noted and many thanks!

I hope everything with you is fine.

Many thanks for your support.

I hope you are well and in good health!

FYI: for your information

四、深盼贵公司及早回复

(1) We hope to receive your favors at early date.

(2) We hope to be favored with a reply with the least delay.

(3) We await good news with patience.

(4) We hope to receive a favorable reply per return mail.

(5) We await the favor of your early (prompt) reply.

(6) A prompt reply would greatly oblige us.

(7) We trust you will favor us with an early (prompt) reply.

(8) We trust that you will reply us immediately.

(9) We should be obliged by your early (prompt) reply.

(10) Will you please reply without delay what your wishes are in this matter?

(11) Will you kindly inform us immediately what you wish us to do?

(12) We request you to inform us of your decision by return of post.

(13) We are waiting (anxious to receive) your early reply.

(14) We should appreciate an early reply.

(15) We thank you for the courtesy to your early attention.

(16) We hope to receive your reply with the least possible delay.

(17) Kindly reply at your earliest convenience.

(18) Please send your reply by the earliest delivery.

(19) Please send your reply by messenger.

(20) Please reply immediately.

(21) Please favor us with your reply as early as possible.

(22) Please write to us by tonights mail, without fail.

(23) May we remind you that we are awaiting your early reply?

(24) May we request the favor of your early reply?

(25) A prompt reply would help us greatly.

(26) A prompt reply will greatly oblige us.

(27) Your prompt reply would be greatly appreciated.

(28) Your prompt attention to this matter would be greatly esteemed.

(29) We look forward to receiving your early reply.

(30) As the matter is urgent, an early reply will reply.

(31) We reply on receiving your reply by return of post.

**业务信函英语作文模板范文 第十二篇**

商务英语外贸英语信函

order is so urgently required that we must ask you to make the earliest possible shipment.

该单如此急需，我们必须要求你方尽早发货

shall appreciate it very much if you will effect shipment as soon as possible, thus enabling the goods to arrive here in time to catch the brisk demand.

若早日发货，将不胜感激，这样货物可以及时抵达来迎合活跃的.需求

hope you will send the air-conditioners as soon as possible, for the hot season is rapidly approaching.

我们希望你能尽早将空调发出，因为炎热的季节马上逼近

goods we ordered are seasonal goods. So it will be better to ship them all at once.

我们所订的货物为季节性产品，故尽早发货为佳

order to be in time for the season, early shipment is of utmost importance to us.

为了季节的及时，而我们而言，早点发货尤为重要

might refuse the shipment if it doesn’t arrive on time.

若货未及时到达，我们可能拒绝发货

must insist on delivery within the time contracted and reserve the right to reject the goods if we fail to receive the goods before this week.

我们必须坚持根据合同时间发货并保留拒收货物，如果本周不能收到货物

regret to say that unless you are able to give us an assurance of delivery within the next two weeks, we shall be obliged to cancel the order.

我们遗憾的说除非你们保证在接下来的两周内发货，否则我们将被迫终止订单

shipment is too late, we’ll be forced to withdraw the contract.

如果发货太迟，我们将被迫撤销合同

you still delay delivery , I’ll have to cancel the order.

若你们仍延迟发货，我们不得不取消订单

**业务信函英语作文模板范文 第十三篇**

Dear Mr. or Ms., I am writing in response to your advertisement in the Sunday news for your sales manager. Your company is famous for producing high-quality products such as Mandolin network system.

I am interested in joining such a professional organization. As you can see from the attached resume, I have worked for an export company through cooperation with domestic and foreign companies I have a lot of opportunities to communicate with customers and suppliers. I am very familiar with international trade and the current market.

My education and training in university is also focused on international trade, which makes me have a solid foundation in sales and trade. I believe that my service will be of great help to your company in terms of customer relations and new business contacts. I hope to have a chance to meet the HR manager of your company so that you can know more about me.

I am enclosing a resume for an interview at your convenience. I look forward to your reply. Thank you for your concern, Mr.

Wu.

中文翻译：

随函附上一份简历，可以在您方便的时候接受面试，期待您的回音感谢您的关心，吴先生。

**业务信函英语作文模板范文 第十四篇**

商务英语外贸英语信函推荐

1. We are glad to offer you for the sale of our products in your city.

很高兴回复你关于我们产品在贵城的销售

have decided to offer you an appointed as our sole agent for New York.

我们已经决定让你做我们在纽约的独家代理

experience in this field make us believe that you can be a good agent.

你在该领域的经验使我们相信你能成为一个优秀的代理商

feeling inclined to agree to your agency of our products.

我们倾向你做我们产品的代理

are willing to negotiate with you on your proposal to act as our agent.

我们愿意同你讨论你做我们代理的提议

paying due consideration to your proposals and investigating your business standing , we have decided to appoint you as our agent in the district you defind.

经过对你的\'提议及对你商誉的调查,我们已经决定指定你作为我们在该区域的代理

that you are experienced in promoting the sale of our crafted paper and your market still have potential, we have decide to appoint you as our sole agent in your local market.

考虑到贵司在推广我司工艺品的经验以及贵司仍存在市场潜力,我们决定指定你作为我们在你本地的代理

regret that we are unable to accept your proposal since we already have an agent in your area.

遗憾的告诉你我们不能接受你的建议,因为我们在这个区域已经有代理商了

have already appointed a Tokyo-Silk as our agent in your territory.

我们已经授权一家东京丝绸公司作为我们在你们区域的代理商

, we have already several representatives of our products in your district.

对不起,我们已有几家代理在你区域从事我们产品的销售

**业务信函英语作文模板范文 第十五篇**

dear sirs, it is our pleasure to invite your staff to come to japan for attending our business meeting which is going to be held from june 26th , XX until july 6th, XX. the invited person is: mr. name: mr. eldridge eric nicolas department: machinery & electronic position: senior section manager considering his attendance is really important for us, hence your kind cooperation in preparing business visa for the above person that enable his to have visit japan is highly appreciated. sincerely yours, kunihiro yamauchi group leader global human resources group

toyota tsusho marunouchi bldg, 8-1, marunouchi 3-chome, chiyoda-ku, t okyo 100-8320, japan tel. +81-3-5288-21 1 / f +81-3-5288-9100 url. 1 ax. human resources & general affairs department

**业务信函英语作文模板范文 第十六篇**

商务英语信函常用句式精选

你所有的报价为FOB?Vancouver，我想问的是能否有点折扣?

’t?it?possible?to?give?us?a?little?more?discount??

能否多给我们一些折扣?

如果你准备给我们一点优惠的话，我将会下10，000打的订单?

你会降些价吗，这样我们将会成交?

如果我让你看一下比你更低的.报价，你能终止那个价格交易吗?

如果这个订单是个实盘的话，你能降多少?

我们可以建议你能在报价上做些折扣吗?

如果我们下2，000打的订单，你能给我们一个特别的折扣吗?

如果我们的订单超过10，000公吨，你能否给我们一个6%的额外佣金?

我们希望我们购买6，000打时能给我们一些折扣?

**业务信函英语作文模板范文 第十七篇**

from triple wave sdn. bhd a-5-9 empire tower, ss16/1 subang jaya, 47500, selangor, malaysia

dear visa officer, we would be grateful if a business visa could be granted for china research institute of electronic engineering, to visit malaysia on monday february 15 through february 20, XX. during this trip he will meet with our company representative to discuss the sale and distribution of digital cctv surveillance solutions, access control system and security alarm system and other communication solutions. china research institute of electronic engineering is financially responsible for the applicant’s visit and undertakes to ensure that that he will abide by the rules and regulations of the malaysia sincerely, mr. samir senior vice president triple wave sdn. bhd

consulate general of malaysia consular section dear visa officer, we are cordially inviting china research institute of electronic engineering to visit malaysia on monday april 3 through april 17, XX. during this trip he will meet with our company representative to discuss the sale and distribution of products. sincerely, barry g. hart senior vice president east coast promotions, triple wave sdn. bhd a-5-9 empire tower, ss16/1 subang jaya,

47500, selangor, malaysia

**业务信函英语作文模板范文 第十八篇**

Dear Mr. Sation

With reference to your letter dated 3rd May 2025, I am writing to apologies for the mistake we made.

The mistake was made because our computer broke down on 29 April. I can assure you we will send the cheque of $200 to you in two days. We will offer you 20% discount for you next stay.

Please accept our apologies for the inconvenience this error has caused you and we look forward to meeting you again.

Your sincerely

**业务信函英语作文模板范文 第十九篇**

effect shipment with the least possible delay upon receipt of the letter of credit in your favour established by us.

收到我方开具的以你方为受益人的信用证后，请尽可能减少延误发货

2. We hope that the goods will arrive in time for the new year rush.

我们希望新年急需的货物能及时送达

hope that you will make all necessary arrangements to deliver the goods on time.

我们希望你做出必要的`安排以使货物准时到达

you possibly make your delivery date not late than May? You see, June is the right season for the goods. If they arrive later than June, we will miss the selling season.

你能将交货期定在不迟于五月吗，你知道，六月正是该货的旺季，如果迟于六月，我们将错过销售季节

you effect shipment of the order in October?

你能确认在十月份将该订单的货发出吗

it possible for the goods to be landed at Dalian in early December?

12月初该批货在大连上岸是否可能

need the products in less than one month in order to get ready for the selling season.

我们需要货物不迟于一个月以为销售季节做准备

send us the shipment by train.

请通过火车发货给我们

ship the goods by the first available steamer early next month.

请下月初通过一流的汽船发货给我们

we are in urgent need of the goods, we would like you to ship them by air freight.

由于我们急需此货，我们要求空运

**业务信函英语作文模板范文 第二十篇**

Dear Mr. / Ms,

Thank you for your letter informing us of Mr. Green’s visit during June 2-7. Unfortunately, Mr. Edwards, our manager, is now in Cairo and will not be back until the second half of June. He would, however, be pleased to see Mr. Green any time after his return.

We look forward to hearing from you.

Yours faithfully,xxx

尊敬的先生/小姐

谢谢来函告知我方六月2-7日格林先生的来访。不巧,我们的总经理艾得华先生现正在巴黎,到六月中旬才能回来。但他回来后愿意在任何时间会见格林先生。

希望收到您的来信。

您诚挚的xxx

**业务信函英语作文模板范文 第二十一篇**

from triple wave sdn. bhd a-5-9 empire tower, ss 6 subang jaya, 47500, selangor, malaysia.

dear visa officer, we would be grateful if a business visa could be granted for china research institute of electronic engineering, to visit malaysia on monday february 5 through february 20, XX. during this trip he will meet with our company representative to discuss the sale and distribution of digital cctv surveillance solutions, access control system and security alarm system and other communication solutions. china research institute of electronic engineering is financially reonsible for the applicant’s visit and undertakes to ensure that that he will abide by the rules and regulations of the malaysia sincerely, mr. samir senior vice president triple wave sdn. bhd.

consulate general of malaysia consular section dear visa officer, we are cordially inviting china research institute of electronic engineering to visit malaysia on monday april 3 through april 7, XX. during this trip he will meet with our company representative to discuss the sale and distribution of products. sincerely, barry g. hart senior vice president east coast promotions, triple wave sdn. bhd a-5-9 empire tower, ss 6 subang jaya,47500, selangor, malaysia.

**业务信函英语作文模板范文 第二十二篇**

Dear Mr/Ms,

I represent the W/P Electronics Company in Dallas, and will be in Kunming from next Monday to Friday, (October 5-9). I should like to call on you to discuss our new monitor. Would 0930 hours on Tuesday, October 6 be convenient?

I shall be in Beijing, at the Great Wall Hotel, from Tuesday, September 29, until Sunday, October 4, where a message will reach me. If the day is not convenient, will you please suggest another.

Yours faithfully

尊敬的`先生/小姐

我是达拉斯W/P电子公司的代表,将于下周一到周五(10月5-9日)住留昆明。我乐于请您商讨我们新的显示器。星期二即10月6日上午09:30是否方便?

从周二,即9月29日,我将住在北京的长城宾馆,直到周六,即10月4日,在那会有通知给我。如商讨日期不方便,请另外建议。

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