# 外贸传统书信格式范文英语7篇

来源：网络 作者：春暖花香 更新时间：2025-08-02

*外贸传统书信格式范文英语 第一篇Hi Sir/Madam,Glad to hear that you’re on the market for furniture,we specialize in this field for 14 yea...*

**外贸传统书信格式范文英语 第一篇**

Hi Sir/Madam,

Glad to hear that you’re on the market for furniture,we specialize in this field for 14 years,with the strength of ERU&USA ANTIQUE FURNITURE,with good quality and pretty competitive price.

Also we have our own professional designers to meet any of your requirements.

Should you have any questions,call me,let’s talk details.

Best regards!

Leon

**外贸传统书信格式范文英语 第二篇**

Sample 1

Dear Sirs,

We know your name and address from the website of and note with pleasure the items of your demand just fall within the scope of our business line. First of all, we avail ourselves of this opportunity to introduce our company in order to be acquainted with you.

Our firm is an Chinese exporter of various Canned Foodstuffs. We highly hope to establish business relations with your esteemed company on the basis of mutual benefit in an earlier date. We are sending a catalogue and a pricelist under separate cover for your reference. We will submit our best price to you upon receipt of your concrete inquiry.

(我公司是一家中国的出口企业，主营各类罐头食品。我们非常希望能在双赢的基础上尽早同贵公司建立业务关系。我们给您发出了产品目录和价格表以供参考。如果能够收到您具体的询盘，我们将为您提供最优惠的价格。)

We are looking forward to receiving your earlier reply.

(期待您的尽早回复。)

Yours faithfully,

\*\*\*\*\*\* Co., Ltd.

\*\*\*\*\*\*Department

Leon Chang

Sample 2

进口商给出口商的信

Dear Sirs,

We have obtained your address from the Commercial Counsellor of your Embassy in London and are now writing you for the establishment of business relations.

We are very well connected with all the major dealers here of light industrial products, and feel sure we can sell large quantities of Chinese goods if we get your offers at competitive prices.

As to our standing, we are permitted to mention the Bank of England, London, as a reference.

Please let us have all necessary information regarding your products for export.

Yours faithfully,

Sample 3

出口商给进口商的信

(1) Dear Sirs,

Your firm has been recommended to us by John Morris & Co., with whom we have done business for many years.

We specialize in the exportation of Chinese Chemicals and Pharmaceuticals, which have enjoyed great popularity in world market. We enclose a copy of our catalogue for your reference and hope that you would

contact us if any item is interesting to you.

We hope you will give us an early reply.

Yours faithfully,

(2) Dear Sirs,

Through the courtesy of Messrs. Freemen & Co., Ltd., Lagos, Nigeria, we come to know your name and address. Also we are informed that you are a prospective buyer of Chinese Cotton Piece Goods. As this item falls within the scope of our business activities, we shall be pleased to enter into business relations with you.

We enclose a brochure and a pricelist to acquaint you with our commodities now available for export. Quotations and samples will be airmailed to you upon receipt of your specific inquiry.

Your favourable reply will be highly appreciated.

Yours faithfully,

Sample 4

生产厂家的自我介绍。

Dear Sirs,

We have learned, from the China Daily, that you are a leading importer of household electric appliances, and at present you are in the market for Electric Fans.

We, therefore, take pleasure in informing you that we are an enterprise manufacturing various electric fans and have recently produced a new model of gentle breeze electric fan entitled xxxChang Fengxxx whose quality as well as functions has been proved by a scrupulous test, and the designs and colours have been clearly explained in our illustrated catalog enclosed.

Considering the improvements it offers, we believe you will find our xxxChang Fengxxx a very good seller in your market.

If you have interest in dealing with us in xxxChang Fengxxx or other types of the goods shown in our catalog, please inform us of your requirements together with your banker\'s name and address.

For our credit standing, please refer to the following bank:

The Bank of China, Xi\'an Branch (address)…

Your immediate reply would be highly appreciated.

Yours faithfully,

Sample 5

厂家给进口商的信

Dear Sirs,

We owe your name and address to the Chamber of Commerce, Tokyo, who informed us that you are in the market for Personal Computers.

We are one of the largest computer manufacturers in our country and have handled with various kinds of the products for about 10 years. We approach you today in the hope of establishing business relations with you and expect, by our joint effects, to enlarge our business scope.

In order to acquaint you with our business lines, we enclose a copy of our illustrated catalogue covering the main items suppliable at present. If you are interested in any of the items, please tell us by fax. We\'ll give you our lowest quotations and try our best to comply with your requirement.

Our customers are always satisfied with our products and the service after sale. And we believe that you will be so too, after we do business together.

Our bankers are the Bank of Tokyo, Japan. They can provide you information about our business and are looking forward to your early reply.

Yours faithfully,

Sample 6

Dear Sirs,

We have your name and address from the Commercial Counselor’s Office of the Chinese Embassy in Ghana. We wish to inform you that we specialize in both industrial and pharmaceutical chemicals, and shall be pleased to enter into trade relations with you.

To give you a general idea of our products, we enclose to a complete set of leaflets showing various products being handled by this corporation with detailed specifications and means of packing. Quotations and samples will be sent upon receipt of your specific enquiries.

We look forward to your early reply with much interest.

Yours sincerely

China National Import & Export Corp.

Manager

Sample 7

Dear Sirs,

Learning from the Commercial Counselor’s Office of our Embassy in your country that you are one of the leading importers of canned foodstuffs, we have the pleasure of introducing ourselves to you as a state corporation specializing in the export of canned goods, and express our desire to enter into business relations with you.

In order to give you a general idea of our canned goods, we are sending you by separate airmail a copy of our latest catalogue. Quotations and samples will be sent to you upon receipt of your specific enquiries.

We are looking forward with interest to hearing from.

Yours sincerely

China National Import & Export Corp.

Manager

**外贸传统书信格式范文英语 第三篇**

to introduce myself（介绍我自己） hello,every one!（大家好）my name is \*\*\*\* . （我叫\*\*\*\*） im a 15 years old boy. （我是一个15岁的男孩）（具体情况自己改） i live in the beautiful city of rizhao.（我住在美丽的rizhao城）（你可以把rizhao

改成自己家乡的城市的名称的拼音）im an active ,lovely and clever boy.(我是一个活跃的可爱的聪明的男孩） in the school , my favourite subject is maths . （在学校，我最喜欢数学） perhaps someone thinks its difficult to study well .（也许有些人认为这很难学）

but i like it.（但我喜欢他）i belive that if you try your best, everything can be done well.（我相信每件

事付出努力就会有害结果）

i also like sports very much.（我也很喜欢运动） such as,running,volleyball and so on. （像跑步、排球等等）im kind-hearted.（我很热心）i hope we can be good friends!（我希望我们能成为好朋友） is me .a sunny boy.（好了，这就是我，一个阳光男孩） 首先要看你写信的性质。是官方而正式的书信？还是朋友间的通信？ 无论是哪一种，基本的英文书信格式应包括四大部分：日期，称呼，正文，和落款（包

括敬语）

1、朋友间的

october,16,20\_（右起顶格） dear jimmy（左起顶格） im glad to receive your letter...（正文，开头空四格） yours sincerely,

jack（右下，包括敬语和落款）

2、官方、正式的书信信内应包含收信人地址（西方古时防止信封损坏地址无着而沿用至今的传统）、日期、称

呼、正文、落款等。其实官方的书信更多应该参考第3点，越全面越表示你对他们的重视。001th,happy road, 9th district 250013, new york, （地址同样顶格写，从小写到大） （以下同1）

october,16,20\_（右起顶格）dear jimmy（左起顶格）im glad to receive your letter...（正文，开头空四格） yours sincerely,

jack（右下，包括敬语和落款）

3、更为严格的商务英语电函，包括有十几种元素。难度很大，但是是英文商务信函的必

（信头是寄信人地址、公司信息，收信人地址，经由转交，参考号，日期，称呼，主题，

正文，敬语，落款，签名，附注，附件等等） 提问者评价

谢谢，相当详细

评论(11)|128

按默认排序|按时间排序其他11条回答

20\_-04-17 14:16dan6490341|七级先名字后日期

一般为：

yours truly

[提问者采纳]|评论(1)|17

20\_-05-21 18:02chrintar|四级 英文书信的格式

1、 信头（heading）指发信人的姓名（单位名称）、地址和日期，一般写在信纸的右上角。一般公函或商业信函的信纸上都印有单位或公司的名称、地址、电话号码等，因此就只需在信头下面的右边写上写信日期就可以了。 英文地址的写法与中文完全不同，地址的名称按从小到大的顺序：第一行写门牌号码和街名；第二行写县、市、省、州、邮编、国名；然后再写日期。标点符号一般在每一行的末尾都不用，但在每一行的之间，该用的还要用，例如在写日期的时候。

2、 日期的写法：如：1997年7月30日，英文为：july 30，1997（最为普遍）； july 30th，1997；30th july，1997等。1997不可写成97。

3、 信内地址（inside address）： 在一般的社交信中，信内收信人的地址通常省略，但是在公务信函中不能。将收信人的姓名、地址等写在信头日期下方的左角上，要求与对信头的要求一样，不必再写日期。

4、 称呼（salutation）：是写信人对收信人的称呼用语。位置在信内地址下方一、二行的地方，从该行的顶格写起，在称呼后面一般用逗号（英国式），也可以用冒号（美国式）。

（1）写给亲人、亲戚和关系密切的朋友时，用dear或my dear再加上表示亲属关系的称呼或直称其名（这里指名字，不是姓氏）。例如：my dear father，dear tom等。

（2）写给公务上的信函用dear madam，dear sir或gentleman（gentlemen）。注意：dear纯属公务上往来的客气形式。gentlemen总是以复数形式出现，前不加dear，是dear sir

的复数形式。

（3）写给收信人的信，也可用头衔、职位、职称、学位等再加姓氏或姓氏和名字。例如：dear prof. tim scales, dear dr. john smith。

5、 正文（body of the letter）： 位置在下面称呼语隔一行，是信的核心部分。因此要求正文层次分明、简单易懂。和中文信不同的是，正文中一般不用hello！（你好！）正文有缩进式和齐头式两种。每段书信第一行的第一个字母稍微向右缩进些，通常以五个字母为宜，每段第二行从左面顶格写起，这就是缩进式。但美国人写信各段落往往不用缩进式，用齐头式，即每一行都从左面顶格写起。商务信件大都采用齐头式的写法。在正文下面的一、二行处，从信纸的中间偏右处开始，第一个词开头要大写，句末用逗号。不同的对象，结束语的写法也不同。

（1）写给家人、亲戚，用your loving grandfather，lovingly yours，lovingly等；

（2）写给熟人、朋友，用yours cordially，yours affectionately等；

（3）写业务信函用truly yours（yours truly），faithfully yours（yours faithfully）等；

（4）对上级、长辈用yours obediently（obediently yours），yours respectfully（respectfully yours）等。

7、 签名（signature） ：低于结束语一至二行，从信纸中间偏右的地方开始，在结束语的正下方，在签完名字的下面还要有用打字机打出的名字，以便识别。职务、职称可打在名字的下面。当然，写给亲朋好友的信，就不必再打了。

8、 附言（postscript） ：一封信写完了，突然又想起遗漏的事情，这时用.表示，再写上遗漏的话即可，要长话短说。通常在信末签名下面几行的左方，应于正文齐头。 注意：在正式的信函中，应避免使用附言。

9、 附件（enclosure） ：信件如果有附件，可在信纸的左下角，注上encl：或enc：例如：encl：2 photos（内附两张照片）。如果福建附件不止一项，应写成encl：或encs。我们有时可看到在称呼与正文之间有re：或subject：（事由）字样。一般在信纸的中间，也可与“称呼”对齐。还应在底下加横线，以引起读信人的注意，使收信人便于在读信之前就可了解信中的主要内容。事由一般在公务信函中使用，也可以省略。flat 3, building 3

41 zhongyuan road

zhengzhou textile institutezhengzhou, 450007

china

february 25, 20\_

dear zhang li,

im sending you this short letter of thanks with a small present, which i hope

you will like. thank you very much for helping my father last sunday, when he broke

his legs on the stairs.

once again, my parents and i want to express our gratitude for all you have done for our family. you are such a warm-hearted student. best truly,

mahui

评论(5)|33

20\_-05-21 19:59rafflesrules|五级 heres the format ive been using writing formal letters to various organisations:mr ....

associate professor ( desination, . manager) physical education and sports science(department)national institute of education14 may 20\_ dear mr chia re: (subject)body of letter

yours sincerely

zhang yan (printed)(signature)

( your position)

(name of organisation)this should be sufficient for a formal letter, yup! 评论(1)|8

20\_-04-17 14:15xiaozhu\_2222|五级篇二：自我介绍英语(中文翻译)good morning. my name is xxx .it is really a great honor to have this opportunity

to introduce myself，and i hope i can make a good performance today.早上好。我的名字是某某某。非常荣幸能有这个机会来介绍我自己,我希望今天我能有个

**外贸传统书信格式范文英语 第四篇**

Thank you for your letter of 2 November. We are delighted to hear that you are to pleased with the refurbishment of your hotel. As your know .in our line of work, we depend on good ,reports about our projects to win further business. Our clients always shop around and look for references before committing themselves. With your permission, we would like to use your hotel as a reference when we discuss similar refurbishments in the hotel industry . Would you agree to our suggesting that future clients should call you? It would also be most helpful if we could occasionally bring a client to look at your hotel . We would , of course , stay overnight at call you next week to hear your reaction. Thanks again for you kind words.

从11月2日的来函得悉阁下对贵饭店的整修感到满意，此消息对本公司实是一鼓励。设计行业重视声誉，客人在选择设计公司时必然会有所比较。如蒙允许，本公司欲请贵饭店作推荐人，证明有关整修的质素。未知可否让其他客户来电垂询?此外，如获允准间或联同客户前来参观贵饭店整修，定必有莫大帮助。当然，本公司会预订房间，至少留宿一晚。

**外贸传统书信格式范文英语 第五篇**

Gillette-burns Co. 322 Gleenwood street Gleveland 5,Ohio Glentlemen: Thank you for your order no,464 of 20 september. The models you selected from our showroom went out today under my personal package is being airfreghted to you on relevant documentation is enjoyed meeting yiu and hope that this order represents the beginning of a long and prospe rous relationship between oiur companies. The next time you visit us ,please let me know in advance so that I can arrange a luch for you with our derectors. Sincerely yours

谢谢9月20日第464号定单。今天我已新自监督发送您自展览室挑选的产品。该产品随附有关文件经瑞士航空公司运送。 很荣幸与你会面，衷心希望是次定单能加强双方的关系。下次到访前，烦请赐知，俾能安排与本公司董事共进午餐。

**外贸传统书信格式范文英语 第六篇**

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

**外贸传统书信格式范文英语 第七篇**

Dear purchasing manager,

Hello,this Lily Lee from company,our company is a professional manufacturer with years‘s we want to avail ourselves of opportunity establishing business relation with you.

Please link our company web site:………….if you want to know more about our the way,free sample are available.

Thank you in advance!

Best regards!

Company name:

Tel:…….

Fax:…….

MSN:……….

Skype:………..

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