# 英文商业书信格式模板范文(精选5篇)

来源：网络 作者：梦醉花间 更新时间：2025-07-06

*英文商业书信格式模板范文 第一篇dear sirs, it is our pleasure to invite your staff to come to japan for attending our business meeting w...*

**英文商业书信格式模板范文 第一篇**

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

**英文商业书信格式模板范文 第二篇**

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

**英文商业书信格式模板范文 第三篇**

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

**英文商业书信格式模板范文 第四篇**

Dear Ms. Hathoway:

Forthcoming Price Change

Season tickets for this year\'s symphony are going on sale next month and we wanted you to be among the first to know.

As you probably know, rental prices have skyrocketed throughout Tennessee this year. Due to our increase in rent at the Arrington Forum, we are finding it necessary to raise the price of our season tickets from $228 to $275. Single viewing tickets will also be subject to a price increase.

We hope that you will consider purchasing season tickets for next year despite this change. The Arrington Symphony has been together for 23 years, and relies on season-ticket holders to fill 25% of the seating at each event. Without your support the Arrington Symphony could be forced into retirement before its 25th anniversary.

To purchase tickets for the 20-- season, please visit our website at , or call the ticket agent representative at (615) 395-8750.

We look forward to having you in our audience again next year.

Yours truly,

Colin Fairchild

Promotional Director

**英文商业书信格式模板范文 第五篇**

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.

本文档由范文网【dddot.com】收集整理，更多优质范文文档请移步dddot.com站内查找