# 英文函电格式范文(9篇)

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*英文函电格式范文1Dear Sirs: May 1, 20\_Inquiries regarding our new product, the Deer Mountain Bike, have been coming in from all ...*

**英文函电格式范文1**

Dear Sirs: May 1, 20\_

Inquiries regarding our new product, the Deer Mountain Bike, have been coming in from all parts of the world. Reports from users confirm what we knew before it was put on the market - that it is the best mountain bike available. Enclosed is our brochure.

Yours faithfully

**英文函电格式范文2**

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)

**英文函电格式范文3**

Dear Sirs: , 20\_

We received your promotional letter and brochure today. We believe that your would do well here in the . Kindly send us further details of your prices and terms of sale. We ask you to make every effort to quote at competitive prices in order to secure our business. We look forward to hearing from you soon..

Truly

**英文函电格式范文4**

Dear Sir: , 20\_

We received your promotional letter and brochure today. We believe that your would do well here in the . Kindly send us further details of your prices and terms of sale. We ask you to make every effort to quote at competitive prices in order to secure our business. We look forward to hearing from you soon..

Truly

**英文函电格式范文5**

外经贸函电核心bai英语 [平装] 冯祥春，教授。1955年毕业于解放军外国语学院，先后担任江苏省轻du工进出口公司部门经理、南京理工大学国际商zhi学院副院长，英语教。

To whom it may concern: Attached is the PO CHJ 770402 of beef and mutton on May 9, 2024. Please be noted the following points: 1. The total amount for PO is USD 43,470. 2. 10% of discount of more than 100 thousand kilograms pur..。

一、中英文函电范文对照 1、外贸函电：回信 外贸函电：回信（英文版） Dear Mr. / Ms, Thank you for your letter conveying congratulations on my appointment. I wish also 。

《外贸英语函电》借鉴国内外外贸英语函电的结构与体系，紧密结合我国外贸业务的实际，通过大量的案例、实例，系统介绍了外贸业务活动中各种商务英语的格式与结构。

We need you to pay the sample charge, after all, the number you requested is not a two, but in any case, in order to support your work, I will give you a free proofing, hope to get the order in our common efforts to fight -望采抐。

**英文函电格式范文6**

关于你方第HB20\_/10/8号订单，要求我们这次为你方投保。你们在来函中说。

外经贸函电核心bai英语 [平装] 冯祥春，教授。1955年毕业于解放军外国语学院，先后担任江苏省轻du工进出口公司部门经理、南京理工大学国际商zhi学院副院长，英语教。

外贸函电：回信（英文版） 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 。

Foreign trade business letter including as below: have received your letter of complaint on May 24th and are very sorry for the goods were damaged. the goods are in good condition when departing from the port, t..。

Dear Sirs, We have obtained your address from the Commercial Counsellor of your 。 regarding your products for export. Yours faithfully， 外贸 英语 函电范文写作常用词。

**英文函电格式范文7**

简洁就是用最精炼的语言来表达意思，在商务信函中言简意赅就是为了方便高效率沟通与工作。能用一个字表达的不用一个词组，能一个词组讲清的事就不用讲成一句话。商务信函不用因顾及礼貌而开头就说“I hope you are well”( 近日可好?) ，天气也从不在此中提及。我们用“now”不用“at the same time”; 用“though”而不用“in spite of the fact that”……。形容词虽然可以表达友好、满意、歉意等感情，但只是在十分必要的情况下才出现。中国人在写英文信函时经常会出现一些不必要的重复，比如: “true facts”、“next time in the future”这样的词语读者能懂，但是会对这种不地道的说法嗤之以鼻。

中文就简洁这一点在很多情况下具有优势，商务信函中最能体现这一优势的是一些客套而必要的敬语，比如: “we are looking forward to your early reply”，翻译成中文就五个字: “盼早日回复”; “with all kind regards，I remain”，中文为“祝好”。像“regards”、“wishes”这一类词，都不用按照原意翻译，祝好的英文句子大多用中文的俗语代替。

**英文函电格式范文8**

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

**英文函电格式范文9**

Dear Mr/Ms,

As our telephone negotiation this morning was very brief and proceeded so smoothly, I thought it might be advisable to summarize the agreement:

I offered US$56/kg CIF EMP

You asked for US$60

I countered US$58/kg

You accepted the figure

I look forward to signing the contract when we meet next week.

Yours faithfully

尊敬的先生/小姐

今天上午我们的电话协商简短而融洽，我想简单总结一下协议：

我报价为：US$56/kg CIF EMP，你还价为US$60，我让价为US$58/kg

你同意这个价格。下周见面时我期待能签定合同。

你诚挚的

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