# 商务英语中级信件范文(精选13篇)

来源：网络 作者：烟雨蒙蒙 更新时间：2024-03-21

*商务英语中级信件范文1WRITINGPART ONETo all graphics staff:Sales have fallen recently because, although our packaging is functional...*

**商务英语中级信件范文1**

WRITING

PART ONE

To all graphics staff:

Sales have fallen recently because, although our packaging is functional, it is unattractive. I think we should develop new and appealing designs. Could you please attend a meeting in the boardroom at am tomorrow to discuss this matter? (43 words)

PART TWO

Mr. Lui, Sales Production Personnel

I am sorry that I may be unable to meet at the times arranged on Tuesday and Wednesday, as I shall now be having urgent discussions with an important visitor from Singapore. Our discussions should last two days, but, if they can be squeezed into less time, I may be able to meet the Production Personnel as previously arranged. However, I shall try to let you know by pm on Tuesday afternoon and, if necessary, arrange another time for our meeting. In any case, since I shall definitely be busy on Tuesday afternoon, I wonder if I might now see Mr. Luis at am on Thursday.

**商务英语中级信件范文2**

信件的开头：

We are writing to enquire about…

We are writing in connection with…

We are interested in … and we would like to know…

环境：

You want to know the prices of some air conditioners.

We are interested in your air conditioner and we would like to know the prices of some air conditioners.

You saw an advertisement in the newspaper yesterday and you want further information.

We are writing in connection with the advertisement in the newspaper yesterday.

You want to know if the company you are writing to organizes holidays to Africa.

We are writing to inquire about the holidays to Africa that your company organizes.

**商务英语中级信件范文3**

This report aims at outlining which aspects of our department function most effectively, which ones need improvement and how to achieve an efficient improvement.

First of all, it needs to be stressed out that the majority of the team generally shows a real team spirit, is willing to do his best to prioritize some smooth interactions with customers and is not reluctant to work outside the normal working hours.

On top of that, every member of the team has been carefully selected for his/her excellent qualifications in terms of negotiating skills and communications abilities.

As a result, it came out of the recent survey, conducted with most of our customers, that our department has an excellent image outside the company.

Unfortunately, however, some aspects appear to be less brilliant. As part of our sales force, people spend most of their time on the phone and cannot fit any training course within their schedule. As there is no clear strategy to encourage the employees to attend training courses, they may feel guilty to decide to use part of their working time to get a better knowledge on a com\*r software for instance.

This being, said, I strongly recommend to define a clear strategy encouraging people to register, at least, to two training courses, each year.

This would help them to understand that, whatever their initial qualifications may be, it may bring benefit to both them and the company to improve them.

**商务英语中级信件范文4**

1. Initiate a meeting 发起会议

I would like to hold a meeting in the afternoon about our development planning for the project A。

今天下午我建议我们就A项目的发展计划开会讨论一下。

I suggest we have a call tonight at 9:30pm (China Time) with you and Brown. Please let me know if the time is okay for you and Ben。

我建议我们今晚九点半和Brown小聚一下，你和Ben有没有空?

We’d like to have the meeting on Thu Oct 30. Same time。

十月三十号(周四)，老时间，开会。

Let’s make a meeting next Monday at 5:30 PM SLC time。

下周一盐湖城时区下午五点半开会。

I want to talk to you over the phone regarding issues about report development and the \_ project。

我想跟你电话讨论下报告进展和\_X项目的情况。

2. Seeking for more information/feedbacks/suggestions 咨询信息/反馈/建议

Shall you have any problem accessing the folders, please let me know.

如果存取文件有任何问题请和我联系。

Thank you and look forward to having your opinion on the estimation and schedule。

谢谢你，希望能听到更多你对评估和日程计划的建议。

Look forward to your feedbacks and suggestions soon。

期待您的反馈建议!

What is your opinion on the schedule and next steps we proposed?

你对计划方面有什么想法?下一步我们应该怎么做?

What do you think about this?

这个你怎么想?

Feel free to give your comments。

请随意提出您的建议。

Any question, please don’t hesitate to let me know。

有任何问题，欢迎和我们联系。

Any question, please let me know。

有任何问题，欢迎和我们联系。

Please contact me if you have any questions。

有任何问题，欢迎和我们联系。

Your comments and suggestions are welcome!

欢迎您的评论和建议!

Please let me know what you think?

欢迎您的评论和建议!

Do you have any idea about this?

对于这个您有什么建议吗?

It would be nice if you could provide a bit more information on the user’s behavior。

您若是能够就用户行为方面提供更多的信息就太感激了!

At your convenience, I would really appreciate you looking into this matter/issue。

如果可以，我希望你能负责这件事情。

3. Give feedback 意见反馈

Please see comments below。

请看下面的评论。

My answers are in blue below。

我的回答已标蓝。

I add some comments to the document for your reference。

我就文档添加了一些备注，仅供参考。

4. Attachment 附件

I enclose the evaluation report for your reference。

我附加了评估报告供您阅读。

Please check the attached file for today’s meeting notes。

今天的会议记录在附件里查收。

The attachment is the design document, please review it。

设计文档在附件里，请评阅。

For other known issues related to inpidual features, please see attached release notes。

其他个人特征方面的信息请见附件。

5. Point listing 列表

Today we would like to finish following tasks by the end of today: 1…….2……。

今天我们要完成的任务：1…….2……。

Some known issues in this release: 1…….2……。

声明中涉及的一些问题：1…….2……。

Our team here reviewed the newest SCM policy and has following concerns: 1…….2……。

我们阅读了最新的供应链管理政策，做出如下考虑：1…….2……。

Here are some more questions/issues for your team: 1…….2……。

以下是对你们团队的一些问题：1…….2……。

The current status is as following: 1……2……

目前数据如下：1……2……

Some items need your attention: 1…….2……。

以下方面需提请注意：1…….2……。

6. Raise question 提出问题

I have some questions about the report \_-\_X

我对\_-\_X报告有一些疑问。

For the assignment ABC, I have the following questions: …

就ABC协议，我有以下几个问题：……

7. Proposal 提议

For the next step of platform implementation, I am proposing…

关于平台启动的下一步计划，我有一个提议……

I suggest we can have a weekly project meeting over the phone call in the near future。

我建议我们就一周项目开一个电话会议。

Achievo team suggest to adopt option A to solve outstanding issue…

Achievo团队建议应对突出问题采用A办法。

8. Thanks note 感谢信

Thank you so much for the cooperation。

感谢你的合作!

I really appreciate the effort you all made for this sudden and tight project。

对如此紧急的项目您做出的努力我表示十分感谢。

Thanks for your attention!

谢谢关心!

Your kind assistance on this are very much appreciated。

我们对您的协助表示感谢。

Really appreciate your help!

非常感谢您的帮助!

9. Apology 道歉

I sincerely apologize for this misunderstanding!

对造成的误解我真诚道歉!

I apologize for the late asking but we want to make sure the correctness of our implementation ASAP。

很抱歉现在才进行询问，但是我们需要尽快核实执行信息。

**商务英语中级信件范文5**

英语中某些副词如“here”及“where”在法律文件中往往当作前缀，与另一个词构成法律词汇中的专门用语。在法律文件中用这些词，可以避免重复，避免误解，避免歧义，使行文准确、简洁。以这种方法构成的词主要有：

hereafter, hereby, herein, hereof, hereto hereunder, hereupon, herewith, hereinbefore, hereinafter;

thereafter, thereby, therein, thereinafter, thereinbefore, thereon, thereof, thereunder, thereupon, therewith;

whereas, whereby, wherein, whereof, whereon, etc。

这些词各有各的含义，笔者只能捡其中几个细说：

比如：

1. Hereby: by means of; by reason of this 之意，即特此，因此，兹等意。常用于法律文件、合同协议的正式文件的开头语，在条款中需要强调时也可用。

举原文说明，如：

The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein the Contract Price or such other sum as may become payable under the provisions of the Contract at the time and in the manner prescribed by the Contract.

文中：

★hereby 意为 by reason of this，特此的意思。

★Covenants 是动词，意为make a formal agreement 立约，签订合同。

★ completion of the Works 是工程的竣工，Works与Work 在工程承包合同文件中常指工程而不是工作之意。

★ therein意为in the Works在本工程中。

★the Contract Price指合同总价，指工程的总造价。

★ such…as是关系代词，相当于that, which，把要限定的词置于such 与as之间使要限定的名词十分明确，避免合同双方在理解上发生争议。

★ under 意为in accordance with 根据，按照之意，决不能译成“在…….之下”。

★ the provisions of the Contract: terms and conditions of the contract 合同条件、条款之意。

在对文中专业性词汇作了解释之后，就不难理解这一段的含义了，也就是读懂了。于是可以把原文译为：

业主特此立约保证在合同规定的期限内，按合同规定的方式向承包人支付合同总价，或合同规定的其它应支付的款项，作为本工程施工、竣工及修补工程中缺陷的报酬。

: to this，上文已提及的，比如表示“本合同双方”可以说“the Parties hereto”,这里的hereto表示“to this Contract” “本协议附件4”可以译为“Appendix 4 hereto”，这里的hereto表示“to this Agreement”。

读下面的原文，可以进一步理解hereto 在文中的作用。

All disputes arising from the performance of this Contract shall, through amicable negotiations, be settled by the Parties hereto. Should, through negotiation, no settlement be reached, the case in question shall then be submitted for arbitration to the China International Economic and Trade Arbitration Commisssion, Beijing and the arbitration rules of this commission shall be applied. The award of the arbitration shall be final and binding upon the Parties hereto. The Arbitration fee shall be borne by the losing party unless otherwise awarded by the Arbitration Commission.

文中：

★ 两次出现的hereto, 都是限定Parties, 表示the Parties to this Contract 本合同的双方。

★ “the performance of this Contract”履行本合同。

★“through amicable negotiations” 通过友好协商。

★should 表示如果发生什么情况，代替省掉的if。

★“shall then be submitted for arbitration”应提交进行仲裁。

★ “the Chinese International Economic and Trade Arbitration Commission, Beijing” 中国国际经济贸易仲裁委员会(北京)。

★ “the arbitration rules of this Commission” 仲裁规则。

★“the award of the arbitration: 仲裁裁决。

★ “unless otherwise awarded by the Arbitration Commission”仲裁委员会另有裁定的除外。

这样，扫除了上述专业词汇的障碍，可把原文译为：

对于因履行本合同所发生的一切争议，本合同双方应友好协商解决，如协商无法解决争议，则应将争议提交中国国际经济贸易仲裁委员会(北京)，依据仲裁规则仲裁。仲裁裁决是终局性的，对双方都有约束力。仲裁费用应由败诉方承担，但仲裁委员会另有裁定的除外。

**商务英语中级信件范文6**

change 设计更改

A: How do we decide if we need to implement a design change?

B: If it relates to safety, we have to implement it.

A:我们怎么确认是否要进行设计更改?

B:如果关系到安全问题,我们就必须进行更改。

偏差

A: Do we allow any deviation on the material?

B: You need to get customer\'s approval for any deviation.

A:我们允许在材料的使用上有所偏差吗?

B:任何偏差都要经过客户的批准。

耐久性

A: Why do we have to do durability test?

B: We need to know how long this product will last in the field.

A:我们为什么要做耐久性测试?

B:我们需要知道产品在使用中可以有多长的寿命。

drawing 总布置图纸

A: What\'s the importance of layout drawing?

B: The layout drawing shows a product in its environment.

A:总布置图纸的重要性是怎样的?

B:总布置图纸是描述在工作环境中的产品。

零件

A: How many parts do you have in this seating system?

B: Two hundred fifty seven to be exact.

A:你这个座椅系统包含多少个零件?

B:精确的.讲有257个。

中级商务英语写作3篇（扩展5）

——商务英语中级口语考前辅导材料3篇

**商务英语中级信件范文7**

\'s favorate part of your study? the main purpose of the packaging?

2. Do you think small company will disappear in the future? What do you think are the adventages when working for large company?

3.对television advertising的看法

4.对员工的奖励制度有什么看法?你喜欢用邮件发信息还是打电话?

5.最喜欢的学科，学习中最有趣的地方

6.应不应该提供员工关于时间管理的培训，是否有些人在某些时间工作会更有效

7.为什么人人都喜欢经商

的用途

life 产品耐用性：会买生命周期长的产品吗?在未来产品的生命周期会越来越短吗?市场调查的重要性，选择商品时最关注什么?产品什么时候应该停止生产?

10.是否觉得公司给员工很多压力，工作有压力的时候要怎么办，旅游是不是减轻压力的方法。

11.谈谈怎么提高员工的工作积极性。

12.为什么人们在工作时喜欢设定目标。

13.学生该不该到企业兼职?企业招兼职生应该注意什么?

14.喜不喜欢开会?人多开会好还是人少开会好?

15.在哪里可以看到job advertisement

company let staff know environment policy

17.是否喜欢live(or work) abroad?是否要携带家属一起出国?

18.问你喜欢加班吗?你是在晚上或周末工作的吗?

**商务英语中级信件范文8**

As a creature, I eat; as a man, I read. Although one action is to meet the primary need of my body and the other is to satisfy the intellectual need of mind, they are in a way quite similar.

在文章第一段（开头）用一长一短，且先长后短；在文章主体部分，要先用一个短句解释主要意思，然后在阐述几个要点的时候采用先短后长的句群形式，定会让主体部分妙笔生辉！文章结尾一般用一长一短就可以了。

**商务英语中级信件范文9**

Dear Mr. Max Remington ,

As our company is purchasing a set of equipment ,a lot of materials -have to be translated, which is impossible to do within four months. Could you advertise for two in the newspapers? It is urgent.

Yours respectfully,

Sophia

>消费与信用卡

Near the end of 1994, people suddenly become ^v^rich\'\', buying a lot of things. We have received the report that the real hourly wages of workers become even less ,so they do not have enough money to buy so many things. Although the employment is rising towards the end of

1994 ,the growth is very slow. Therefore ,not many people find jobs to earn enough money to buy goods. Then where does the big consumer confidence come from? We have discovered that people overspend with various credit cards ,buying goods. And they are not worried about returning the borrowed money. This it is our turn to be concerned about this kind of consumer confidence.

**商务英语中级信件范文10**

>WRITING

>PART ONE

TO: ALL Section Heads

There are eight vacancies on training courses being given in Mary and June. The courses provide useful training for junior staff in com\*rs, time management and other aspects of modem office work.. could you kindly recommend suitable staff?(42words)

>PART TWO

Dear Ms Wu

With reference to our company’s exhibition and presentations at the world Trade Center on June 7, I wish to inform you of certain changes which we hope can be made. As the number of participants has increased from 60 to 98, we wonder if we can use Lecture Hall’A’ as ‘B’ will be too small. In addition, since two speakers are now unable to attend, we shall require only 2 Seminar Rooms instead of the 4booked. Finally, is it possible to provide pm? I do hope these changes will not inconvenience you.

Thank you very much.

中级商务英语写作3篇（扩展3）

——商务英语中级写作作文「最新」3篇

**商务英语中级信件范文11**

阅卷老师们看文章也必然要通过关键性的“标签”来判定你的文章是否结构清楚，条理自然。只要把下面任何一组的词汇加入到你的几个要点前就清楚了。

1）first, second, third, last（不推荐，原因：俗）

2）firstly, secondly, thirdly, finally（不推荐，原因：俗）3）the first, the second, the third, the last（不推荐，原因：俗）4）in the first place, in the second place, in the third place, lastly（不推荐，原因：俗）5）to begin with, then, furthermore, finally（强烈推荐）6）to start with, next, in addition, finally（强烈推荐）7）first and foremost, besides, last but not least（强烈推荐）8）most important of all, moreover, finally9）on the one hand, on the other hand（适用于两点的情况）10）for one thing, for another thing（适用于两点的情况）

建议：不仅仅在写作中注意，平时说话的时候也应该条理清楚！

**商务英语中级信件范文12**

Dear Mr. / Ms,

This is to introduce Mr. Frank Jones, our new marketing specialist who will be in London from April 5 to mid April on business.

We shall appreciate any help you can give Mr. Jones and will 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。

中级商务英语写作3篇（扩展8）

——商务英语高级写作3篇

**商务英语中级信件范文13**

WRITING

PART ONE

TO: ALL Section Heads

There are eight vacancies on training courses being given in Mary and June. The courses provide useful training for junior staff in com\*rs, time management and other aspects of modem office work.. could you kindly recommend suitable staff?(42words)

PART TWO

Dear Ms Wu

With reference to our company’s exhibition and presentations at the world Trade Center on June 7, I wish to inform you of certain changes which we hope can be made. As the number of participants has increased from 60 to 98, we wonder if we can use Lecture Hall’A’ as ‘B’ will be too small. In addition, since two speakers are now unable to attend, we shall require only 2 Seminar Rooms instead of the 4booked. Finally, is it possible to provide pm? I do hope these changes will not inconvenience you.

Thank you very much.(116words)

中级商务英语写作3篇（扩展2）

——下半年商务英语中级写作经典3篇

本DOCX文档由 www.zciku.com/中词库网 生成，海量范文文档任你选，，为你的工作锦上添花,祝你一臂之力！