

外贸邮件沟通中，那些经常会用到的英文 语句清单

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创建于：2022 年 4 月 7 日 星期四

转载于：[外贸知识课堂]

作为外贸业务员，大多数情况下，我们都是通过邮件和客户沟通。在这个来来回回的邮件沟通过程中，专业的英文能力非常重要。

以下是外贸商务邮件沟通过程中，那些经常会用到的英文语句清单。你可以结合自己的职位、行业、产品的具体情况，优化出一份适合自己的清单，这样不仅可以提高工作效率，节省邮件写作的时间，还可以提高邮件的质量，保证不会犯错。

商务邮件(外贸)常用语句清单

01. 在邮件的开头，表达亲切友好地问候

I hope you had a good weekend.

I hope you had a great trip.

Hope you had a nice break.

I hope you are well.

I hope all is well.

Hope you're enjoying your holiday.

I hope this email finds you well.

I hope you enjoyed the event.

I'm glad we had a chance to chat at the convention.

It was great to see you on Thursday.

It was a pleasure to meet you yesterday.

02. 初次和客户联系，说明发邮件的原因

I am writing to you about our last meeting/ your presentation yesterday /our next event.

I am writing to you with regards to/regarding/ concerning / in connection with...

I am writing to ask/ enquire/let you know/ confirm/ check /invite you to/to update you on/ask for a favo... .

I am writing you to follow up On...

I am contacting you to inform...

I am reaching out because..

This is just a quick note to...

This is just a quick reminder...

I wanted to let you know that...

Might I take a moment of your time to... (very formal)

It's [Your Name] from [Your Company].

This email is just to let you know that...

03. 回复客户，表明已收到客户邮件

I just got your request for..

I just read your email about...

As we discussed, I would like to send you...

Thank you for your email about..

Thanks for your email this morning/ yesterday/ on Wednesday /last month...

Thanks for your feedback on/your invitation/ your suggestion

Thanks for sending/ asking about/ attending

Thanks for your quick reply.

Thanks for getting back to me so quickly.

Thank you for reaching out (to me).

04. 表达歉意

Sorry for my late reply.

Sorry it took me so long to get back to you.

I apologize for the late response.

Sorry it's been so long since my last email.

I was sorry to hear about...

Please accept our apologies for any inconvenience caused.

05. 提醒客户邮件中的附件、强调其它重要信息

I've attache...

Please find [file] attached.

I'm enclosing [file].

Please see the information below for more details about..

The parts in bold/in red/in blue are my comments/are the changes we made.

Here's the document that you asked for.

I've attached [file] for your review.

I'm sending you [file] as a pdf file.

The attached file contains...

Could you please sign the attached form and send it back to us by [date]?

Here's the [document] we discussed.

[file] is attached.

Please take a look at the attached file.

Take a look at the [file] I've attached to this email.

I've attached [file]

More information is available at [www. website.com](http://www.website.com).

Please note that...

06. 向客户提出请求

Could you please...?

Could you possibly tell m..

Can you please fill out this form?

I'd really appreciate it if you coul...

I'd be very grateful if you could..

It would be very helpful if you could send us / me...

I was wondering if you could/if you would be able to...

If possible, I'd like to know (more) about...

Please find my two main questions below.

07. 请求客户确认信息

I didn't/ don't fully understand [something]. Could you please explain that again?

I didn't quite get your point about [something]. Could you be more specific?

Could you repeat what you said about...?

Could you give us some more details on...?

If you could please shed some light on this topic, I would really appreciate it.

Could you please clarify [something]?

Could you please clarify when you would like us to finish this?

When exactly are you expecting to have this feature?

Here are the details on...

Could you please clarify what you would like us to do about...?

If I understood you correctly, you would like me to.

What exactly do you mean by [something]?

Could you explain what you mean by [something.]?

In other words, would you like us to...

08. 对客户提醒表示感谢/提醒客户注意

Thank you for letting me know.

Thank you for the heads up.

Thank you for the notice.

Please note...

Quick reminder...

Just a quick/ friendly reminder that...

Thank you for sharing.

I'd like to inform you that..

Just a quick heads up -

Thanks for keeping me in the loop.

Please keep me informed/ posted/in the loop.

09. 征求意见或表达认可

Please let me know if this is OK with you.

What are your thoughts (on this)?

What do you think?

Please let me know what you think.

We just need the thumbs up/the green light. (=we're waiting for approval)

You (totally) have the green light!

He approved of it, so you can go ahead with the project.

10. 约定会议/见面等

I'd like to schedule a meeting on [day] if you are available/ free then.

I am available on [day]. if that's convenient for you.

Would you be available on [day]? If so, I'll send you an invite shortly.

Can you make it on [day]? If so, I'll book accordingly.

I'm afraid I can't make it on [day]. How about...?

(Due o.... I'm afraid we need to reschedule/ delay / postpone/put back / cancel/ call off/move/rearrange our meeting.

We are sorry to inform you that the meeting scheduled for [day] will have to be rescheduled.

11. 礼貌地通知不好的消息

Unfortunately, ..

Unfortunately, we cannot/ we are unable to.

I'm afraid it will not be possible to...

Unfortunately, I have to tell you that..

I'm afraid that we can'...

We regret to inform you that...

I regret to inform you that (due to...)

After careful on: sideration we have decided (not) to .

Due to [reason], it won't be possible to...

It's against company policy to...

I tried my best, bu..

Despite my best efforts, ..

I can't see how...

I'm sorry but it's out of my hands.

I'm afraid I won't be able to...

I m sorry to tell you that.

12. 期待客户回复/见面

Looking forward to hearing from you soon.

I look forward to hearing from you soon.

Please let me know if this works/if you are available/if that sounds good/if you can/if you can help/if you need to reschedule...

I look forward to seeing/ meeting you.

See you on Thursday /next week.

Thank you in advance.

Thank you for everything.

Any feedback you can give me on this would be greatly /highly /much appreciated.

If you could have it ready by tomorrow /the end of next week, I would really appreciate it.

I would appreciate your help in this matter.

13. 向客户表达愿意/可以提供帮助或者更多信息

If we can be of any further assistance, please let US know.

Let me know if you need any help.

For further details...

If you have any (more) questions (about)..

In the meantime, if you need any more information,

If you need more information/ more info/ further information,

I knowthat'salottotakein,soletme know if anything I' ve said doesn't make sense.

...please do not hesitate to contact me.

.. please feel free to contact me/to get in touch.

.. please let me know.

...drop me an email/drop me a line.

I hope you find this helpful.

I hope it's clearer now.

I hope that answers all your questions.

14. 再次表达歉意

Thank you for your understanding/for your patience.

Thanks again for your understanding/for your patience.

Once again, please accept our apologies for any inconvenience caused/for the inconvenience caused/for the delay/for the misunderstanding.

I hope this is okay with you.

I really hope we can find a solution soon.

I hope you can understand.

Sorry I couldn't be of more help.

15. 邮件结尾表达祝福

Best regards,

All the best,

Best wishes,

Cheers,

Have a great weekend!

I hope you can understand.

Have a wonderful day!

西安多尔