**【6】邮件询盘回复模板**

**询盘回复（产品信息较为明确）**

Dear John Smith,

Thanks for your below inquiry.

This is Lily Lee, the sales manager of ABC Company. [Product name] is our main product, and our product have been exported to [Country name] market for many years with huge quantity.

As per your request, we'd like to give you our quotation for the [Product name] as below. I am also attaching the formal Quotation List with more details in this mail, please kindly take a view of the attached file.

[Quotation]

Looking forward to hearing from you soon.

Sincerely,

Lily Lee

**询盘回复（产品信息不太明确）**

Dear John Smith,

Thanks for your below inquiry.

We are a professional manufacturer of [Product name] here in China, our product have been exported to [Country name] market for many years. For more details, please take a visit to our website: [www.abc.com].

In order to give you our offer precisely, could you please let us know the below information:

1. Which product do you need?

2. What is your quantity demand?

3. Do you have any specific requirement about the product?

4. Do you need us to give you the quotation with freight charge? If yes,please let us know the name of your destination port.

Looking forward to hearing from you soon.

Sincerely,

Lily Lee

**询盘回复（要求提供产品目录）**

Dear John Smith,

Thank you for your interest in our [Product name].

We are excited to hear from you. In response to your enquiry, please find attached to this email our product catalogue.

We hope the information provided in it answers your query. However, please do not hesitate to contact us for further clarification if need be.

We look forward to your patronage.

Best regards,

Lily Lee

Chuhai5.com 【出海王】