

商务英语邮件常用句型

附经典例句

引言句型 (Opening Sentences):

"I hope this email finds you well."

- *I hope this email finds you well. We are writing to inquire about your latest product catalog and pricing information.*

"I trust this email finds you in good health and high spirits."

- *I trust this email finds you in good health and high spirits. We are interested in establishing a long-term business relationship with your company.*

"Greetings from [Your Company Name]! "

- *Greetings from ABC Trading Co.! We are reaching out to explore potential collaboration opportunities with your esteemed company.*

开场白 (Opening Lines):

Introduction to the Purpose:

- *I am writing to discuss the possibility of collaboration between our companies.*
- *I am reaching out to explore potential business opportunities.*
- *We are interested in establishing a partnership with your esteemed organization.*

Expressing Interest:

- *I am impressed with your company's achievements in the industry.*
- *Your products/services have caught our attention, and we are keen to learn more.*
- *We have heard positive feedback about your innovative solutions.*

表达需求 (Expressing Needs):

Request for Information:

- *Could you please provide detailed information about your product specifications?*
- *I would like to receive a quotation for the services you offer.*
- *Can you share the delivery timeline for the requested products?*

Scheduling a Meeting:

- *I propose scheduling a conference call next week to discuss the project further.*
- *Would it be possible to arrange a face-to-face meeting at your earliest convenience?*
- *Let's set up a meeting to finalize the terms and conditions.*

提供信息 (Providing Information):

Introduction of Your Company:

- *Allow me to introduce our company and the range of services we provide.*
- *I would like to give you an overview of our organization's background and achievements.*
- *We have attached our company profile for your reference.*

Offering Solutions:

- *We have devised a comprehensive strategy to address the challenges mentioned in your previous email.*
- *Here is a detailed proposal outlining the steps we plan to take to meet your requirements.*
- *I am confident that our customized solutions will meet your specific needs.*

表达兴趣 (Expressing Interest):

We are interested in purchasing [product/service] from your company.

- *We are interested in purchasing electronic components from your company. Could you please provide us with a detailed product catalog and price list?*

Your company's reputation for quality products has caught our attention.

- *Your company's reputation for quality products has caught our attention. We would like to discuss the possibility of becoming a distributor for your products in our region.*

We have heard positive reviews about your [specific product] and would like to inquire about its specifications and pricing. "

- *We have heard positive reviews about your XYZ model and would like to inquire about its specifications and pricing.*

请求信息 (Requesting Information):

Could you please provide us with more details regarding [specific inquiry]?

- *Could you please provide us with more details regarding the minimum order quantity and lead time for your electronic components?*

Kindly provide a quotation for the following products/services.

- *Kindly provide a quotation for the following products/services: [list of items or services with specifications]*

反馈与跟进 (Feedback and Follow-Up):

Acknowledging Receipt of Information:

- *Thank you for sending the product catalog. We have received it and are currently reviewing the options.*
- *I appreciate your prompt response and the attached documents. We will go through them carefully.*
- *I acknowledge the receipt of the quotation. We will analyze the costs and get back to you soon.*

Clarification and Further Queries:

- *Could you please clarify the warranty terms mentioned in the proposal?*
- *I would like more details about the after-sales services your company provides.*
- *Can you elaborate on the customization options available for the software?*

提出建议和提醒 (Making Suggestions and Reminders):

Suggesting a Collaboration Approach:

- *I propose exploring a joint venture where both our companies can leverage their strengths.*
- *Let's consider a trial period for the services to ensure they meet our expectations.*
- *Would you be open to a long-term partnership agreement with mutually beneficial terms?*

Gentle Reminder:

- *I would like to remind you of our upcoming meeting on [date] at [location]. Please confirm your availability.*
- *As the deadline for the proposal submission is approaching, kindly expedite the necessary approvals.*
- *This is a friendly reminder regarding the pending documentation required to proceed with the project.*

感谢与鼓励 (Gratitude and Encouragement):

Expressing Gratitude:

- *Thank you for your prompt response and the detailed information you provided.*
- *We appreciate your efforts in accommodating our requests and providing exceptional service.*
- *I am grateful for your support and cooperation throughout this collaboration.*

Encouraging Further Communication:

- *Please feel free to reach out if you have any additional questions or concerns.*
- *I encourage an open dialogue to address any issues and ensure a smooth collaboration.*
- *Let's keep the lines of communication open to foster a productive working relationship.*

强调合作关系 (Emphasizing the Partnership)

Stressing Mutual Benefits:

- *Our partnership aims to bring mutual benefits to both parties involved.*
- *Together, we can achieve goals that align with the strategic objectives of both our organizations.*
- *Collaborating with you not only enhances our offerings but also strengthens our market position.*

Expressing Commitment to Long-term Partnership:

- *We are committed to fostering a long-lasting partnership based on trust, transparency, and mutual respect.*
- *Looking forward, we are dedicated to exploring new avenues of collaboration and growth.*
- *Rest assured, our commitment to this partnership is unwavering, and we look forward to a prosperous future together.*

提出建议和探讨可能性 (Proposing Suggestions and Exploring Possibilities)

Proposing a Meeting:

- *I suggest we arrange a meeting to further discuss this matter.*
- *Could we schedule a call next week to go over the details?*
- *Let's plan a face-to-face meeting at your earliest convenience.*

Expressing Interest in Collaboration:

- *We are keen on exploring collaboration opportunities with your company.*
- *I am excited about the prospect of working together on this project.*
- *Our team is very interested in the innovative solutions your company provides.*

Expressing Willingness to Collaborate:

- *We are open to your suggestions and are willing to work together to find the best solution.*
- *Our team is ready to collaborate closely with your experts to achieve mutual goals.*
- *I believe that by pooling our expertise, we can create a mutually beneficial partnership.*

提供报价 (Quoting Prices):

- *Attached, please find our latest quotation for the requested items.*
- *I am pleased to offer you the following prices for the products you are interested in.*
- *The prices are as follows: [List of Prices for Different Quantities].*

询问接受报价的意愿 (Inquiring about Acceptance of the Quote):

- *We hope our quotation meets your expectations, and we look forward to your favorable response. Should you have any questions or require further clarification, please feel free to contact us.*
- *If our quotation is acceptable to you, we are ready to proceed with the next steps, including finalizing the contract and discussing delivery details.*
- *Please let us know if you would like any adjustments to the quote or if you are ready to move forward with the order. We are at your disposal for any further discussions.*

跟进 (Following Up):

- *I am writing to follow up on my previous email regarding the status of the order.*
- *I wanted to check if you had a chance to review the proposal I sent last week.*
- *Just a friendly reminder about the upcoming deadline for order confirmation.*

表达感谢 (Expressing Gratitude):

- *Thank you for your prompt response. We appreciate the information you provided about your product range.*
- *We would like to express our gratitude for your cooperation in providing the necessary documentation for customs clearance.*
- *We appreciate your time and attention to this matter. Your detailed response has been very helpful.*

商务英语邮件格式

开场语:

1. Greeting (问候):

1. Dear [Name],
2. Hello [Name],
3. Hi [Name],

2. 引言部分 (Introduction):

1. I hope this email finds you well.
2. I am writing to you regarding...
3. Thank you for your prompt reply.
4. I am reaching out to you in connection with...

主体部分:

3. 表达意图 (Stating the Purpose):

3. I am writing to inquire about...
4. I would like to inform you that...
5. We are interested in...
6. I am pleased to inform you that...

4. 详细信息 (Providing Details):

3. Attached, you will find...
4. Please find the details below...
5. I would like to draw your attention to...
6. Allow me to explain in more detail...

5. 请求或建议 (Request or Suggestion):

3. Could you please...
4. I kindly request that...
5. I suggest that we...
6. It would be great if you could...

6. 提供帮助 (Offering Assistance):

3. If you need any further assistance, feel free to contact me.
4. Please do not hesitate to reach out if you require any additional information.
5. I am here to help with any questions you may have.
6. Let me know if there's anything else I can assist you with.

结尾部分:

7. 总结 (Summarizing):

7. To sum up...
8. In conclusion...
9. Thank you for your attention to this matter.
10. I appreciate your time and consideration.

8. 结束语 (Closing):

7. Best Regards,
8. Sincerely,
9. Kind Regards,
10. Yours Faithfully,