

# 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.  
希望这封电子邮件能够找到您并安好。" 希望这封电子邮件能够找到您并安好。我们写信是想了解您最新的产品目录和价格信息。

**"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.  
我相信这封电子邮件在您身体健康和情绪高涨的时候找到您。我们有意与贵公司建立长期的业务关系。

**"Greetings from [Your Company Name]!"**

- Greetings from ABC Trading Co.! We are reaching out to explore potential collaboration opportunities with your esteemed company.  
来自ABC贸易公司的问候! 我们正在寻求与贵公司探讨潜在的合作机会。

### 开场白 (Opening Lines):

#### Introduction to the Purpose:

- I am writing to discuss the possibility of collaboration between our companies.  
我写信是为了讨论我们公司之间合作的可能性。
- I am reaching out to explore potential business opportunities.  
我们有意与贵组织建立合作伙伴关系。
- We are interested in establishing a partnership with your esteemed organization.  
我们有意与贵组织建立合作伙伴关系。

#### Expressing Interest:

- I am impressed with your company's achievements in the industry.  
我对贵公司在这个行业中取得的成就印象深刻。
- Your products/services have caught our attention, and we are keen to learn more.  
贵公司的产品/服务引起了我们的关注, 我们渴望了解更多。
- We have heard positive feedback about your innovative solutions.  
我们听到了关于贵公司创新解决方案的积极反馈。

## **表达需求 (Expressing Needs):**

### **Request for Information:**

- Could you please provide detailed information about your product specifications?  
您能否提供关于您产品规格的详细信息?
- I would like to receive a quotation for the services you offer.  
我希望收到您所提供服务的报价。
- Can you share the delivery timeline for the requested products?  
您能分享一下所请求产品的交付时间表吗?

### **Scheduling a Meeting:**

- I propose scheduling a conference call next week to discuss the project further.  
我建议安排下周的电话会议，以进一步讨论项目。
- Would it be possible to arrange a face-to-face meeting at your earliest convenience?  
是否可能在您方便的最早时间安排一次面对面的会议?
- Let's set up a meeting to finalize the terms and conditions.  
让我们安排一次会议，以敲定条款和条件。

## **提供信息 (Providing Information):**

### **Introduction of Your Company:**

- Allow me to introduce our company and the range of services we provide.  
请允许我介绍一下我们公司及我们提供的服务范围。
- I would like to give you an overview of our organization's background and achievements.  
我想为您概述一下我们组织的背景和成就。
- We have attached our company profile for your reference.  
我们已经附上了我们公司的简介供您参考。

### **Offering Solutions:**

- We have devised a comprehensive strategy to address the challenges mentioned in your previous email.  
针对您在先前电子邮件中提到的挑战，我们制定了一项全面的策略。
- Here is a detailed proposal outlining the steps we plan to take to meet your requirements.  
这里是一份详细的提案，概述了我们计划采取的步骤，以满足您的需求。
- I am confident that our customized solutions will meet your specific needs.  
我相信我们定制的解决方案将能够满足您的具体需求。

### **表达兴趣 (Expressing Interest):**

- We are interested in purchasing electronic components from your company.  
我们有兴趣从贵公司购买电子元件。
- Could you please provide us with a detailed product catalog and price list?  
您能否提供详细的产品目录和价格表呢?
- Your company's reputation for quality products has caught our attention.  
贵公司在提供优质产品方面的声誉引起了我们的关注。
- We would like to discuss the possibility of becoming a distributor for your products in our region.  
贵公司在提供优质产品方面的声誉引起了我们的关注。我们希望讨论在我们地区成为贵公司产品的分销商的可能性。
- We have heard positive reviews about your XYZ model and would like to inquire about its specifications and pricing.  
我们听说贵公司的XYZ型号收到了好评，想了解其规格和价格。

### **请求信息 (Requesting Information):**

- Could you please provide us with more details regarding the minimum order quantity and lead time for your electronic components?  
您能否提供有关贵公司电子元件的最小订单数量和交货时间的更多详细信息?
- Kindly provide a quotation for the following products/services: [list of items or services with specifications]  
请为以下产品/服务提供报价：【具体项目或服务清单及规格】。

### **反馈与跟进 (Feedback and Follow-Up):**

- Thank you for sending the product catalog. We have received it and are currently reviewing the options.  
感谢您发送产品目录。我们已经收到，并正在仔细审查选项。
- I appreciate your prompt response and the attached documents. We will go through them carefully.  
感谢您的迅速回复和附上的文件。我们会仔细研究它们。
- I acknowledge the receipt of the quotation. We will analyze the costs and get back to you soon.  
我确认已收到报价。我们将分析成本并尽快回复您。
- Could you please clarify the warranty terms mentioned in the proposal?  
您能否澄清提案中提到的保修条款?

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

- I propose exploring a joint venture where both our companies can leverage their strengths.  
我建议探讨一项合资企业，使我们双方公司都能发挥各自的优势。
- Let's consider a trial period for the services to ensure they meet our expectations.  
让我们考虑为服务设定一个试用期，以确保它们符合我们的期望。
- Would you be open to a long-term partnership agreement with mutually beneficial terms?  
您是否愿意考虑与我们签订长期、互惠互利的合作协议？
- I would like to remind you of our upcoming meeting on [date] at [location]. Please confirm your availability.  
我想提醒您我们即将在【日期】在【地点】举行的会议。请您确认。
- As the deadline for the proposal submission is approaching, kindly expedite the necessary approvals.  
由于提案提交的截止日期即将到来，请加速必要的批准程序。
- This is a friendly reminder regarding the pending documentation required to proceed with the project.  
这是一份友好的提醒，关于继续进行项目所需的未决文件。

## 感谢与鼓励 (Gratitude and Encouragement):

- Thank you for your prompt response and the detailed information you provided.  
感谢您的迅速回复和提供的详细信息。
- We appreciate your efforts in accommodating our requests and providing exceptional service.  
我们感谢您在满足我们的请求和提供卓越服务方面所付出的努力。
- I am grateful for your support and cooperation throughout this collaboration.  
我感激您在整个合作过程中的支持和合作。
- Please feel free to reach out if you have any additional questions or concerns.  
如果您有任何其他问题或疑虑，请随时联系。
- I encourage an open dialogue to address any issues and ensure a smooth collaboration.  
我鼓励开放的对话，以解决任何问题，确保合作顺利进行。
- Let's keep the lines of communication open to foster a productive working relationship.  
让我们保持开放的沟通渠道，促进富有成效的工作关系。



## 强调合作关系 (Emphasizing the Partnership)

- Our partnership aims to bring mutual benefits to both parties involved.  
我们的合作旨在为双方带来共同的利益。
- Together, we can achieve goals that align with the strategic objectives of both our organizations.  
共同努力，我们可以实现与双方组织战略目标一致的目标。
- Collaborating with you not only enhances our offerings but also strengthens our market position.  
与您合作不仅增强了我们的产品，还加强了我们在市场上的地位。
- We are committed to fostering a long-lasting partnership based on trust, transparency, and mutual respect.  
我们致力于建立基于信任、透明度和相互尊重的长期合作关系。
- Looking forward, we are dedicated to exploring new avenues of collaboration and growth.  
展望未来，我们致力于探索合作和增长的新途径。
- Rest assured, our commitment to this partnership is unwavering, and we look forward to a prosperous future together.  
请放心，我们对这项合作的承诺是坚定的，期待着与您共同迎接繁荣的未来。

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

- I suggest we arrange a meeting to further discuss this matter.  
我建议我们安排一次会议以进一步讨论此事。
- Could we schedule a call next week to go over the details?  
我们能否安排下周进行电话沟通，详细讨论一下？
- Let's plan a face-to-face meeting at your earliest convenience.  
让我们计划一个在您最方便的时候进行面对面会议。
- We are keen on exploring collaboration opportunities with your company.  
我们热衷于探索与贵公司的合作机会。
- I am excited about the prospect of working together on this project  
我对共同参与这个项目的未来感到兴奋。
- Our team is very interested in the innovative solutions your company provides.  
我们的团队对贵公司提供的创新解决方案非常感兴趣。
- *We are open to your suggestions and are willing to work together to find the best solution.*  
我们对您的建议持开放态度，并愿意共同努力找到最佳解决方案。

### 提供报价 (Quoting Prices):

- Attached, please find our latest quotation for the requested items.  
请查阅附件，其中包含我们对所请求项目的最新报价。
- I am pleased to offer you the following prices for the products you are interested in.  
我很高兴为您提供您感兴趣的产品的以下价格。
- The prices are as follows: [List of Prices for Different Quantities].  
价格如下：[不同数量的价格列表]。

### 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.  
我们希望我们的报价符合您的期望，并期待着您的积极回复。
- Should you have any questions or require further clarification, please feel free to contact us.  
如果您有任何问题或需要进一步的解释，请随时与我们联系。
- If our quotation is acceptable to you, we are ready to proceed with the next steps, including finalizing the contract and discussing delivery details.  
如果我们的报价得到您的接受，我们已准备好进行下一步工作，包括最终确定合同并讨论交付细节。

### 跟进 (Following Up):

- I am writing to follow up on my previous email regarding the status of the order.  
我写信是为了跟进上一封有关订单状态的电子邮件。
- I wanted to check if you had a chance to review the proposal I sent last week.  
我想确认您是否有机会查看我上周发送的提案。
- Just a friendly reminder about the upcoming deadline for order confirmation.  
只是友好提醒即将到来的订单确认截止日期

### 表达感谢 (Expressing Gratitude):

- Thank you for your prompt response. We appreciate the information you provided about your product range.  
感谢您的迅速回复。我们感谢您提供有关您产品范围的信息。
- We would like to express our gratitude for your cooperation in providing the necessary documentation for customs clearance.  
我们想表达对您提供清关所需文件方面的合作表示感谢。
- We appreciate your time and attention to this matter. Your detailed response has been very helpful.
- 感谢您在此事上的付出时间和关注。您详细的回复非常有帮助。

# 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,