

商务英语邮件常用句型

附经典例句

一、开场白句型 (Opening Sentences)

1. 正式引言

- "Dear [Recipient's Name], "亲爱的[收件人姓名],
- "To whom it may concern, "敬启者,
- "Dear Sir/Madam, "尊敬的先生/女士,

2. 询问对方状况

- "I hope this email finds you well. "
希望这封邮件找到您时一切安好。
- "I trust this message finds you in good health. "
相信这条消息在您身体健康的时候找到您。
- "I hope you are having a great day. "
希望您有一个美好的一天。

3. 表达问候 (Expressing Greetings)

- "Greetings from [Your Company/Organization]! "
来自[贵公司/组织]的问候!
- "Warm greetings to you! "
热烈的问候!
- "I trust you are enjoying the season. "
相信您正在享受这个季节。

4. 引用以前的联系

- "It was a pleasure meeting you at [event/place] last [time]. "
上次在[活动/地方]见到您真是一种愉快。
- "Following our recent conversation on [topic], I wanted to follow up with more details. "
在我们最近关于[主题]的对话之后, 我想用更多的细节跟进一下。
- "Per our discussion during the [event/meeting], I am writing to discuss further collaboration. "
根据我们在[活动/会议]期间的讨论, 我写信是为了进一步讨论合作。

5. 直接介绍目的

"I am writing to discuss [specific topic] with you. "
我写信是为了和您讨论[具体主题]。

- "The purpose of this email is to inquire about [product/service]. "
这封邮件的目的是询问有关[产品/服务]的事宜。
"I am reaching out to explore potential opportunities for collaboration between our companies. "
我联系您是为了探讨我们公司之间潜在的合作机会。

二、表达需求 (Expressing Needs):

1. 请求信息

- "I would appreciate it if you could provide more details on [specific topic]. "
如果您能提供有关[具体主题]的更多详细信息，我将不胜感激。
- "Could you please share additional information regarding [subject]? "
请问您是否能提供有关[主题]的额外信息？
- "I am writing to request further clarification on [specific aspect]. "
我写信是为了进一步要求对[特定方面]进行澄清。

2. 订单或报价请求

- "We are interested in placing an order for [product/service]. Could you please provide a quotation? "
我们有兴趣订购[产品/服务]，请问您能提供一份报价吗？
- "May I request a formal quotation for the supply of [specific quantity] of [product]? "
我能否请求提供[产品] [具体数量]的正式报价？
- "We would like to inquire about the pricing and availability of [product/service]. "
我们想了解[产品/服务]的价格和可用性。

3. 会议或商务讨论请求

- "I would like to schedule a meeting to discuss [specific topic] at a time convenient for you. "
我想安排一个会议，讨论一下[特定主题]，在您方便的时候。
- "Could we arrange a conference call to further discuss [subject] and address any questions? "
我们能否安排一个电话会议，进一步讨论[主题]并解答任何问题？
- "I am reaching out to propose a face-to-face meeting to explore potential collaboration opportunities. "
我联系您是为了提议面对面的会议，以探讨潜在的合作机会。

4. 合作或提案请求

- "We are interested in exploring collaboration opportunities with your company. Could we discuss this further? "
我们有兴趣探讨与贵公司的合作机会，我们能进一步讨论一下吗？
- "I am writing to request your consideration of a proposal for [specific project/idea]. "
我写信是为了请求您考虑我们关于[具体项目/想法]的提案。
- "May I propose a collaboration between our teams to [achieve a specific goal]? "
我能否提议我们的团队合作，以实现[具体目标]？

三、提供信息 (Providing Information):

1. 提供详细信息

- "Attached, you will find a comprehensive report summarizing the market analysis for the upcoming quarter. The report covers key trends, competitor analysis, and potential opportunities for our products. "

附件中，您会找到一份详细的报告，总结了即将到来季度的市场分析。报告涵盖了关键趋势、竞争对手分析以及我们产品的潜在机会。

- "I have compiled a detailed list of specifications for the new product line, including features, dimensions, and available colors. Please find the attached document for your review. "

我整理了新产品系列的详细规格清单，包括特性、尺寸和可用颜色。请查阅附件中的文件以供参考。

2. 回应问题或请求 (Responding to Queries or Requests):

- "Thank you for your inquiry about our software licensing options. I have attached a document that outlines the different licensing plans available, along with their respective costs and features. "

感谢您对我们软件许可选项的询问。我附上了一份文件，详细介绍了可用的不同许可计划，以及它们各自的成本和特点。

- "In response to your request for clarification on the new company policy, I have outlined the key changes and their implications in the attached document. Please review it and let me know if you have any further questions. "

针对您对新公司政策的澄清要求，我在附件中概述了主要变化及其影响。请查阅并告诉我是否有进一步的问题。

3. 解释政策或流程

- "I understand there might be some confusion regarding our return policy. Let me clarify: returns are accepted within 14 days of purchase, and the attached document provides a step-by-step guide on how to initiate a return. "

我了解可能会有关于我们退货政策的一些困惑。让我来澄清一下：购买后的14天内接受退货，并且附件中提供了如何发起退货的逐步指南。

- "In response to the recent inquiries about our hiring process, I have attached an updated document outlining the steps from application submission to final interviews. Please review it for a comprehensive understanding. "

针对最近关于我们招聘流程的询问，我附上了一份更新的文件，概述了从申请提交到最后面试的步骤。请查阅以获得全面的了解。

4. 提供更新或进展

- "I wanted to update you on the progress of the marketing campaign. We have successfully completed the initial phase, and the attached report provides insights into key performance metrics and outcomes. "

我想向您更新营销活动的进展。我们已成功完成初始阶段，附件中的报告提供了关键绩效指标和结果的见解。

- "Attached is the latest project status report, outlining completed tasks, current milestones, and upcoming activities. Please review it, and if you have any questions or require additional information, feel free to reach out. "

附件中是最新的项目状态报告，概述了已完成的任务、当前的里程碑和即将进行的活动。请查阅，如果有任何问题或需要额外信息，请随时联系我们。

- "I am pleased to share the news that our team has achieved a significant milestone in the development process. The attached document provides details on the milestone reached and the next steps in the project. "

我很高兴分享一个好消息，即我们的团队在开发过程中取得了重要的里程碑。附件中的文件提供了达到的里程碑的详细信息以及项目的下一步计划。

5. 附上文件或资料

- "For your convenience, I have attached the annual financial report for the fiscal year. The report includes a breakdown of revenues, expenses, and a summary of financial performance. "

为了方便您，我已附上本财政年度的年度财务报告。报告包括收入、支出的详细分类，以及财务业绩摘要。

- "Attached are the design mockups for the upcoming website redesign project. Please review the visuals and provide any feedback or suggestions you may have. "

附件中是即将进行的网站重新设计项目的设计模型。请查看视觉效果，并提供您可能有的任何反馈或建议。

- "In response to your request for product samples, I have attached images and specifications of our latest products. If you require physical samples, please let me know, and we will arrange for prompt delivery. "

针对您对产品样品的要求，我已附上我们最新产品的图片和规格。如果您需要实物样品，请告诉我，我们将安排及时交付。

四、提供报价 (Quoting Prices):

1. 一般性报价

- "Thank you for your inquiry. We are pleased to provide you with a quotation for the [product/service]. The total cost for [quantity] units is [amount]. Please find attached a detailed breakdown of the pricing. "
感谢您的询价。我们很高兴为您提供[产品/服务]的报价。[数量]个单位的总成本为[金额]。附件中有详细的价格分解。
- "I appreciate your interest in our [product/service]. The quoted price for [quantity] units is [amount]. Should you have any specific customization requirements, please let us know, and we can adjust the quotation accordingly. "
感谢您对我们[产品/服务]的兴趣。[数量]个单位的报价为[金额]。如果您有任何特定的定制要求，请告诉我们，我们可以相应调整报价。

2. 定制报价

- "To meet your specific requirements, we have customized a quotation for the [product/service]. The total cost for [quantity] units, including the additional features you requested, is [amount]. Please review the attached document for a detailed breakdown. "
为了满足您的特定需求，我们为[产品/服务]定制了一份报价。包括您请求的附加功能，[数量]个单位的总成本为[金额]。请查阅附件中的文件，了解详细的分解情况。
- "Thank you for providing us with your specifications. Based on your requirements, the customized quotation for the [product/service] is as follows: [detailed breakdown of costs]. If this meets your approval, please let us know how you would like to proceed. "
"感谢您提供给我们您的规格要求。根据您的要求，[产品/服务]的定制报价如下：[成本的详细分解]。如果这符合您的批准，请告诉我们您想如何继续。
- "We understand your need for customization. The modified quotation for the [product/service], taking into account the changes you requested, is [amount]. Feel free to contact us for any further adjustments or to discuss specific details. "
"我们理解您需要定制。根据您的变更要求，[产品/服务]的修改报价为[金额]。如有任何进一步的调整或讨论具体细节的需要，请随时与我们联系。

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

1. 一般性询问

- "I hope this email finds you well. I wanted to follow up on the quotation we provided for [product/service]. Have you had a chance to review the details, and do you have any questions or additional requirements before considering acceptance? "
希望您一切安好。我想就我们为[产品/服务]提供的报价进行跟进。您是否有时间审查详细信息，在考虑接受之前是否有任何问题或额外要求？
- "Thank you for considering our quotation for [product/service]. We would like to know if the provided information meets your expectations. Are there any modifications or additional details you require before making a decision? "
感谢您考虑我们为[产品/服务]提供的报价。我们想知道提供的信息是否符合您的期望。在做出决定之前，您是否需要进行任何修改或提供额外的详细信息？

2. 确认意愿

- "We would like to confirm your interest in moving forward with the quoted terms for [product/service]. If you require any adjustments or have additional requests, please let us know, and we will be happy to accommodate your needs. "
我们想确认您是否有意继续按照[产品/服务]的报价条款进行。如果您需要进行任何调整或有其他要求，请告诉我们，我们将很乐意满足您的需求
- "We are eager to proceed with the next steps regarding [product/service]. Could you please confirm your acceptance of the quoted terms, or if there are any specific conditions you would like to discuss further? "
我们急于推进有关[产品/服务]的下一步工作。您能否确认您是否接受所报的条件，或者是否有任何您想进一步讨论的具体条件？

3. 提供进一步支持

- "Should you require any additional information or clarification before making a decision, please do not hesitate to reach out. We are here to assist you and address any concerns you may have. "
如果在做决定之前您需要任何额外的信息或澄清，请随时联系我们。我们在这里协助您，并解答您可能有的任何疑虑。
- "We understand that making a decision involves careful consideration. If there are any uncertainties or if you need further details, feel free to contact us. We are more than happy to provide the information you require. "
我们理解做决定需要谨慎考虑。如果有任何不确定性，或者如果您需要进一步的详细信息，请随时与我们联系。我们将非常乐意提供您需要的信息。

六、表达兴趣 (Expressing Interest):

1. 一般性表达兴趣

- "I am writing to express my genuine interest in the [position/event/opportunity] recently advertised. The prospect of contributing to your team/company is highly appealing to me. " 我写信是为了表达我对最近广告的[职位/事件/机会]的真诚兴趣。有机会为您的团队/公司做出贡献对我来说非常吸引人。
- "Having researched your company and its values, I am impressed by the commitment to excellence. I am keen to explore how my skills and experience align with your organization's goals. " 在调查了贵公司及其价值观之后，我对追求卓越的承诺印象深刻。我渴望探讨一下我的技能和经验如何与贵公司的目标相一致。

2. 产品/服务兴趣表达

- "I recently came across your [product/service] and was impressed by its innovative features. I am interested in learning more about its functionalities and how it could benefit our organization. " 最近我了解到贵公司的[产品/服务]，对其创新的特性印象深刻。我有兴趣了解更多关于其功能以及它如何使我们的组织受益的信息。
- "Your [product/service] seems to align perfectly with our current needs. I would appreciate the opportunity to discuss its capabilities further and explore a potential partnership. 您的[产品/服务]似乎与我们当前的需求完美契合。我希望有机会进一步讨论其功能，并探讨潜在的合作机会。

3. 合作兴趣表达

- "I am reaching out to express my interest in exploring potential collaboration opportunities between our organizations. Your company's values and achievements resonate with our own, and I believe there could be mutual benefits in working together. " 我联系您是为了表达我对在我们的组织之间探讨潜在合作机会的兴趣。贵公司的价值观和成就与我们的价值观和成就是一致的，我相信在合作中可以互利共赢。
- "Our team has been following your projects closely, and we are excited about the possibility of collaborating on future initiatives. I believe our combined expertise could lead to innovative solutions. " 我们的团队一直在密切关注您的项目，我们对未来合作的可能性感到兴奋。我相信我们的综合专业知识可以带来创新的解决方案。

七、请求信息 (Requesting Information):

1. 一般性信息请求

- "I hope this email finds you well. I am writing to request more information about [specific topic]. Could you please provide details on [aspect of the topic] and any relevant documentation that may be available? "
希望这封邮件能找到您时一切安好。我写信是为了请求有关[具体主题]的更多信息。请问您能提供[主题方面]的详细信息以及可能可用的任何相关文件吗?
- "I would appreciate it if you could share additional details about [specific subject]. Specifically, I am interested in [specific information]. Could you provide clarity on this matter? "
如果您能分享有关[具体主题]的更多详细信息，我将不胜感激。具体而言，我对[具体信息]很感兴趣。您能就这个问题提供一些澄清吗?

2. 产品/服务信息请求

- "I am interested in learning more about your [product/service]. Could you please send me a detailed product catalog with specifications, pricing, and any available discounts or promotions? "
我有兴趣了解更多关于贵公司的[产品/服务]。请问您能否发送一份带有详细规格、价格以及任何可用折扣或促销信息的产品目录?
- "May I request samples of your [product] for evaluation? Additionally, could you provide information on your order process, minimum quantities, and associated costs? "
我能否请求您的[产品]样品以进行评估? 此外，您能提供有关订单流程、最小数量以及相关成本的信息吗?

3. 报价信息请求

- "Could you please provide a detailed quotation for [product/service]? I am particularly interested in understanding the breakdown of costs and any available customization options. "
请问您能否为[产品/服务]提供一份详细的报价? 我特别想了解成本的明细以及任何可用的定制选项。
- "I am inquiring about the pricing and delivery options for your [product/service]. Could you provide a comprehensive quotation, including any volume discounts or terms for bulk orders? "
我想了解贵公司[产品/服务]的价格和交付选项。您能提供一份全面的报价，包括任何大宗订单的折扣或条款吗?
- "May I request a quote for the [specific product/service]? Additionally, could you clarify any terms and conditions associated with the quotation, such as payment terms and delivery timelines? "
我是否可以请求[具体产品/服务]的报价? 此外，您能澄清与报价相关的任何条款和条件吗，例如付款条件和交货时间?

八、反馈与跟进 (Feedback and Follow-Up):

1. 反馈请求

- "I value your opinion and would appreciate your feedback on the recent [event/product/service]. Your insights are important to us, and your feedback will help us enhance our future efforts. "
我重视您的意见，希望您能就最近的[活动/产品/服务]给予反馈。您的见解对我们很重要，您的反馈将帮助我们改进未来的工作。
- "As a valued customer, your opinion matters to us. Could you provide feedback on your recent experience with our [product/service]? We are committed to delivering the best possible service and would like to hear your thoughts. "
作为尊贵的客户，您的意见对我们很重要。您是否能就您最近使用我们的[产品/服务]的经验提供反馈？我们致力于提供最优质的服务，希望听到您的意见。

2. 感谢反馈

- "Thank you for taking the time to provide feedback on our [event/product/service]. Your valuable insights are crucial for our continuous improvement. We appreciate your contribution to helping us better serve you. "
感谢您抽出时间对我们的[活动/产品/服务]提供反馈。您宝贵的见解对我们的持续改进至关重要。感谢您为帮助我们更好地为您提供服务所做的贡献。
- "We appreciate your candid feedback regarding [specific aspect]. Your comments are instrumental in our efforts to enhance and refine our offerings. Thank you for being an integral part of our improvement process. "
感谢您就[具体方面]提供真诚的反馈。您的评论在我们努力改进和完善我们的产品起到了关键作用。感谢您成为我们改进过程中不可或缺的一部分。

3. 跟进邮件

- "I hope this email finds you well. I wanted to follow up on our recent [meeting/discussion] regarding [specific topic]. Could you provide any additional insights or updates since our last conversation? "
希望您一切安好。我想就我们最近有关[特定主题]的[会议/讨论]进行跟进。自我们上次交谈以来，您是否能提供任何额外的见解或更新？
- "Following our recent collaboration on [project/task], I wanted to check in and see if there are any additional details or adjustments needed from your end. Your input is valuable as we move forward with this project. "
在我们最近合作的[项目/任务]之后，我想跟进一下，看看您是否需要从您这边提供任何额外的细节或调整。在我们推进这个项目的过程中，您的意见对我们非常重要。

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

1. 提出建议

- "I have been reflecting on our recent [project/meeting], and I would like to suggest that we consider implementing [specific suggestion]. I believe this could enhance [outcome] and contribute to the overall success of the [project/effort]. "
我一直在思考我们最近的[项目/会议]，我想建议我们考虑实施[具体建议]。我相信这可以提升[结果]，并为[项目/努力]的整体成功做出贡献。
- "In light of our discussions about [topic], I propose that we explore [specific approach]. This approach may help address [issue] more effectively and align with our overall objectives. "
鉴于我们对[主题]的讨论，我建议我们探讨[具体方法]。这种方法可能有助于更有效地解决[问题]，并与我们的总体目标保持一致。

2. 提醒

- "As we approach the deadline for [task/project], I wanted to send a friendly reminder to ensure that all necessary preparations are on track. Please let me know if there are any challenges or if additional support is required. "
"随着[任务/项目]的截止日期临近，我想发个友好的提醒，确保所有必要的准备工作都在计划中。如果有任何挑战或需要额外的支持，请告诉我。
- "This is a gentle reminder about our scheduled [meeting/appointment] on [date]. Please confirm your availability, and if there are any changes, feel free to let me know. Looking forward to our discussion. "
这是关于我们计划的[会议/预约]在[日期]的温馨提醒。请确认您的可用性，如果有任何变化，请随时告诉我。期待我们的讨论。

3. 建议和提醒结合

- "As we approach the final stages of the [project], I would like to suggest that we allocate additional resources to [specific aspect] to ensure a smooth conclusion. Additionally, a friendly reminder to review the project timeline and address any potential delays proactively. "
随着[项目]进入最后阶段，我建议我们将额外的资源分配给[具体方面]，以确保顺利完成。此外，友好提醒您检查项目时间表，并及时处理任何潜在的延误。
- "In light of our recent discussions on [topic], I propose that we implement [specific suggestion] to address the challenges we identified. This serves as a gentle reminder that proactively tackling these issues will contribute to the success of our [project/strategy]. "
考虑到我们最近在[主题]上的讨论，我建议我们实施[具体建议]以解决我们识别出的挑战。这也是一个温馨的提醒，积极应对这些问题将有助于我们[项目/战略]的成功。

十、表达感谢 (Expressing Gratitude)

1. 一般性感谢

- "I wanted to express my sincere gratitude for your [kind assistance/support] in [specific situation]. Your dedication and expertise greatly contributed to the success of [project/event]. Thank you for your invaluable contributions. "
我想对您在[具体情境]中的[亲切协助/支持]表示真诚的感谢。您的奉献精神和专业知识的极大促成[项目/活动]的成功。感谢您无价的贡献。
- "Thank you for your prompt response and [efficiency/accuracy] in handling [specific matter]. Your professionalism and attention to detail have not gone unnoticed. We truly appreciate your commitment to excellence. "
感谢您对[具体事项]的迅速回应和[效率/准确性]。您的专业精神和对细节的关注没有被忽视。我们真的很感激您对卓越的承诺。

2. 合作感谢

- "I wanted to express my gratitude for the seamless collaboration between our teams on [project/task]. Your team's professionalism and willingness to go the extra mile made the entire process smooth and efficient. Thank you for a successful partnership. "
我想对我们的团队在[项目/任务]上的无缝合作表示感谢。您的团队的专业精神和愿意付出额外努力的态度使整个过程变得顺利高效。感谢成功的合作。
- "Thank you for the collaborative effort in achieving our shared goals during [project/initiative]. Your team's dedication, creativity, and teamwork were instrumental in the project's success. We look forward to future collaborations. "
感谢您在[项目/倡议]中为实现我们共同的目标所作的合作努力。您的团队的专业精神、创造力和团队合作在项目的成功中起到了关键作用。期待未来的合作。

3. 支持感谢

- "Expressing my heartfelt thanks for your continuous support and mentorship. Your insights and advice have been invaluable, and I appreciate the time and effort you dedicate to helping me succeed. Thank you for being an inspiring mentor. "
衷心感谢您不断的支持和指导。您的见解和建议是无价的，我感激您为帮助我取得成功而付出的时间和精力。感谢您成为我令人钦佩的导师。
- "Thank you for your ongoing support in navigating the challenges of [specific situation]. Your belief in our ability to overcome obstacles has been motivating, and we truly value the partnership. Your support has made a significant impact.
感谢您在应对(特定情况)挑战方面的持续支持。你们相信我们有能力克服障碍，这一直激励着我们，我们真的很重视这种伙伴关系。你们的支持产生了重大影响。

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,