# 商务信函订购英语作文范文(15篇)

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*商务信函订购英语作文范文 第一篇Dear Mr. ClintonThank you for your letter of 9 May concerning faulty goods purchased in our store in Lon...*

**商务信函订购英语作文范文 第一篇**

Dear Mr. Clinton

Thank you for your letter of 9 May concerning faulty goods purchased in our store in London.

I am very sorry indeed that you were not satisfied with the pencils that you bought from our store.

Our company in always trying to improve the quality of its merchandise and we are very unhappy when one of our products does not give satisfaction. In fact, this was due to the breakdown of our packing machine.

In the meantime I regret the disappointment you were caused. As a gesture of goodwill, I have pleasure in refunding the cost of the pencils. And enclose a gift voucher that you can use in our London branch.

Thank you for bringing this matter to our attention. I hope any further purchases you many make at our stores will be up to our usual high standards

Yours sincerely

Paul Harvey

**商务信函订购英语作文范文 第二篇**

商务英语外贸英语信函推荐

1. We are glad to offer you for the sale of our products in your city.

很高兴回复你关于我们产品在贵城的销售

have decided to offer you an appointed as our sole agent for New York.

我们已经决定让你做我们在纽约的独家代理

experience in this field make us believe that you can be a good agent.

你在该领域的经验使我们相信你能成为一个优秀的代理商

feeling inclined to agree to your agency of our products.

我们倾向你做我们产品的代理

are willing to negotiate with you on your proposal to act as our agent.

我们愿意同你讨论你做我们代理的提议

paying due consideration to your proposals and investigating your business standing , we have decided to appoint you as our agent in the district you defind.

经过对你的\'提议及对你商誉的调查,我们已经决定指定你作为我们在该区域的代理

that you are experienced in promoting the sale of our crafted paper and your market still have potential, we have decide to appoint you as our sole agent in your local market.

考虑到贵司在推广我司工艺品的经验以及贵司仍存在市场潜力,我们决定指定你作为我们在你本地的代理

regret that we are unable to accept your proposal since we already have an agent in your area.

遗憾的告诉你我们不能接受你的建议,因为我们在这个区域已经有代理商了

have already appointed a Tokyo-Silk as our agent in your territory.

我们已经授权一家东京丝绸公司作为我们在你们区域的代理商

, we have already several representatives of our products in your district.

对不起,我们已有几家代理在你区域从事我们产品的销售

**商务信函订购英语作文范文 第三篇**

商务英语信函常用句式精选

你所有的报价为FOB?Vancouver，我想问的是能否有点折扣?

’t?it?possible?to?give?us?a?little?more?discount??

能否多给我们一些折扣?

如果你准备给我们一点优惠的话，我将会下10，000打的订单?

你会降些价吗，这样我们将会成交?

如果我让你看一下比你更低的.报价，你能终止那个价格交易吗?

如果这个订单是个实盘的话，你能降多少?

我们可以建议你能在报价上做些折扣吗?

如果我们下2，000打的订单，你能给我们一个特别的折扣吗?

如果我们的订单超过10，000公吨，你能否给我们一个6%的额外佣金?

我们希望我们购买6，000打时能给我们一些折扣?

**商务信函订购英语作文范文 第四篇**

What\'s the minimum order quantity for your goods? We can order sewing machines at the price of USD / set. This is our official trial order for computers. We need nails of various sizes.

If you can satiy our tie order soon, we will place an order with you now.

中文翻译：

你方货物的最低订购量是多少我方可以以美元/台的订购缝纫机这是我们正式的电脑试用订单我们需要各种尺寸的铁钉如果你方能很快满足我们的领带订单，我们现在就向你方订购。

**商务信函订购英语作文范文 第五篇**

商务英语外贸英语信函

order is so urgently required that we must ask you to make the earliest possible shipment.

该单如此急需，我们必须要求你方尽早发货

shall appreciate it very much if you will effect shipment as soon as possible, thus enabling the goods to arrive here in time to catch the brisk demand.

若早日发货，将不胜感激，这样货物可以及时抵达来迎合活跃的.需求

hope you will send the air-conditioners as soon as possible, for the hot season is rapidly approaching.

我们希望你能尽早将空调发出，因为炎热的季节马上逼近

goods we ordered are seasonal goods. So it will be better to ship them all at once.

我们所订的货物为季节性产品，故尽早发货为佳

order to be in time for the season, early shipment is of utmost importance to us.

为了季节的及时，而我们而言，早点发货尤为重要

might refuse the shipment if it doesn’t arrive on time.

若货未及时到达，我们可能拒绝发货

must insist on delivery within the time contracted and reserve the right to reject the goods if we fail to receive the goods before this week.

我们必须坚持根据合同时间发货并保留拒收货物，如果本周不能收到货物

regret to say that unless you are able to give us an assurance of delivery within the next two weeks, we shall be obliged to cancel the order.

我们遗憾的说除非你们保证在接下来的两周内发货，否则我们将被迫终止订单

shipment is too late, we’ll be forced to withdraw the contract.

如果发货太迟，我们将被迫撤销合同

you still delay delivery , I’ll have to cancel the order.

若你们仍延迟发货，我们不得不取消订单

**商务信函订购英语作文范文 第六篇**

商务英语信函参考模板

一、初次开场白：

It is my pleasure to write here for you.

二、回复开场白：

Further to our conversation earlier, .........

As discussed over the phone, .......

Thanks for you kind reply.

Thank you for your inquiry/email.

Thanks for your letter. It is my pleasure to receive your reply!

Thanks for your mail of ............

三、结尾：

We will noted and many thanks!

I hope everything with you is fine.

Many thanks for your support.

I hope you are well and in good health!

FYI: for your information

四、深盼贵公司及早回复

(1) We hope to receive your favors at early date.

(2) We hope to be favored with a reply with the least delay.

(3) We await good news with patience.

(4) We hope to receive a favorable reply per return mail.

(5) We await the favor of your early (prompt) reply.

(6) A prompt reply would greatly oblige us.

(7) We trust you will favor us with an early (prompt) reply.

(8) We trust that you will reply us immediately.

(9) We should be obliged by your early (prompt) reply.

(10) Will you please reply without delay what your wishes are in this matter?

(11) Will you kindly inform us immediately what you wish us to do?

(12) We request you to inform us of your decision by return of post.

(13) We are waiting (anxious to receive) your early reply.

(14) We should appreciate an early reply.

(15) We thank you for the courtesy to your early attention.

(16) We hope to receive your reply with the least possible delay.

(17) Kindly reply at your earliest convenience.

(18) Please send your reply by the earliest delivery.

(19) Please send your reply by messenger.

(20) Please reply immediately.

(21) Please favor us with your reply as early as possible.

(22) Please write to us by tonights mail, without fail.

(23) May we remind you that we are awaiting your early reply?

(24) May we request the favor of your early reply?

(25) A prompt reply would help us greatly.

(26) A prompt reply will greatly oblige us.

(27) Your prompt reply would be greatly appreciated.

(28) Your prompt attention to this matter would be greatly esteemed.

(29) We look forward to receiving your early reply.

(30) As the matter is urgent, an early reply will reply.

(31) We reply on receiving your reply by return of post.

**商务信函订购英语作文范文 第七篇**

Dear Mr. Sation

With reference to your letter dated 3rd May 2025, I am writing to apologies for the mistake we made.

The mistake was made because our computer broke down on 29 April. I can assure you we will send the cheque of $200 to you in two days. We will offer you 20% discount for you next stay.

Please accept our apologies for the inconvenience this error has caused you and we look forward to meeting you again.

Your sincerely

**商务信函订购英语作文范文 第八篇**

外贸商务英语信函常用基础材料大全

外贸商务英语信函是外贸工作中常常会用到的一种函电形式，许多新手都在纠结商务英语信函怎么写，想写好商务英语信函，写的\'专业一点，就一定要掌握商务英语信函的基础材料。

1. 特此奉告等

To inform one of;

To say;

To state;

To communicate;

To advise one of;

To bring to ones notice (knowledge);

To lay before one;

To point out;

To indicate;

To mention;

To apprise one of;

To announce;

To remark;

To call ones attention to;

To remind one of; etc.

1)We are pleased to inform you that

2)We have pleasure in informing you that

3)We have the pleasure to apprise you of

4)We have the honour to inform you that (of)

5)We take the liberty of announcing to you that

6)We have to inform you that (of)

7)We have to advise you of (that)

8)We wish to inform you that (of)

9)We think it advisable to inform you that (of)

10)We are pleased to have this opportunity of reminding you that (of)

11)We take the advantage of this opportunity to bring before your notice

12)Please allow us to call your attention to

13)Permit us to remind you that (of)

14)May we ask your attention to

15)We feel it our duty to inform you that (of)

2. 为(目的)奉告某某事项

1)The purpose of this letter is to inform you that (of)

2)The purport of this line is to advise you that (of)

3)The object of the present is to report you that

4)The object of this letter is to tell you that

5)By this letter we Purpose to inform you that (of)

6)Through the present we wish to intimate to you that

7)The present serves to acquaint you that

3. 惠请告知某某事项等

1)Please inform me that (of)

2)Kindly inform me that (of)

3)Be good enough to inform me that (of)

4)Be so good as to inform me that (of)

5)Have the goodness to inform me that (of)

6)Oblige me by informing that (of)

7)I should be obliged if you would inform me that (of)

8)I should be glad if you would inform me that (of)

9)I should esteem it a favour if you would inform me that (of)

10)I will thank you to inform me that (of)

11)You will greatly oblige me by informing that (of)

12)We shall be obliged if you will inform us that (of)

13)We shall be pleased to have your information regarding (on, as to; about)

14)We shall deem it a favour if you will advise us of

15)We shall esteem it a high favour if you will inform us that (of)

**商务信函订购英语作文范文 第九篇**

关于商务英语信函分类

1、建立贸易关系(Establishment of business relations)

2、询盘(一般的或具体的)(Enquiry (general and specific))

3、报盘(实盘或虚盘)( Offer (firm or without engagement))

4、贸易磋商(Business negotiations)

5、有关成交(Conclusion of business)

6、有关销售合同或销售确认书(Sales contract or confirmation);

7、有关购货合同或购货确认书(Purchase contract or confirmation).

8、促销信(Sales promotion)

9、订货和执行(Order and the fulfillment)

10、有关信用证(Letter of Credit)

11、催证(Urging the establishment of L/C);

12、改正(L/C amendment);

13、信用证展期(Extension of L/C).

14、有关装运(Shipment)

15、催运(Urging shipment);

16、装运通知(Shipping advice).

17、续订(Repeat order)

18、保险(Insurance)

19、索赔(Claim)

20、提出索赔(to lodge a claim);

21、理赔(to settle a claim).

22、其他形式,如:

23、寻找代理(Ask for an agent);

24、加工贸易(Processing trade);

25、补偿贸易(Compensation trade);

26、建立合资企业(Establishing a joint venture)

**商务信函订购英语作文范文 第十篇**

We have received your disputed balance notice dated, indicating that the account balance is US dollars. We have objection. The said balance is the goods not received by check and the price exceeds the agreed amount.

If the goods are not ordered, the goods are defective. According to our right of return and letter of credit, the goods can be returned. Other [please explain] please adjust our account.

中文翻译：

我方收到贵方于年月日发出的有争议的结余通知，表明账户余额为美元，我方有异议，所述余额为未收到的支票货物，超过约定金额，在货物未订购的情况下，货物存在缺陷根据我们的退货权和信用证，货物可以退货。其他[请说明]请调整我们的帐户。

**商务信函订购英语作文范文 第十一篇**

1. As a special case , we may consider accepting your payments by D/P.

作为特例，我们可以考虑接受付款交单支付

the amount of each transaction is below $500, we agree to D/A days terms.

如果每笔交易低于500美金，我们同意30日承兑交单条件

could grant you the favourable terms of payment as D/A 45 days after sight.

我们同意45日承兑交单条款

view of the small amount of this transaction, we are prepare to accept payment by D/P at sight.

鉴于这笔交易数额较小，我们同意即期付款交单

or D/A is only accepted if the amount involved for each transaction is less the ￡1,000.

只有每笔交易低于1,000美金时，付款交单或承兑交单才被接受

request a 10% payment at the time of ordering . The remaining amount must be paid within 60 days.

我们要求下单时预付10%，余额在60日内必须付清

can only accept 20% cash payment in local currency. The other 80% by L/C should reach us 15 to 30 days before the delivery.

我们只能接受20%本地货币现金支付，其余80%应以信用证在交货期前15日到30日开出

8. If the payment is made by installments, the annual interest is calculated by 6% and paid off at the end of each year.

如果是部分付款，那么每年利息将以6%计算在每年年底结算

payments must be made within 60 days.

全部付款须在60日内付清

telegraphic transfer shall reach the bank of China at least five days before the delivery date of vessel.

电报应在船期前至少5日到达中国银行

letter of credit for each order shall reach us 30 days.

每单信用证应有30日期限到达我方

days prior to the date of delivery, you should pay against the presentation of the drawn on the opening bank.

你方需在船期15-20日前付款至我司开户银行

payment shall be made by telegraphic transfer to the bank of China , Head

office ,Beijing, China, for our account, within five business days after the contract signature date.

付款应在合同签订之日起5日内以电报方式抵达我司在中国银行北京总部的帐户

payment of 25% of the contract value shall be paid within 30 days of the date of signing the contract.

合同签订之日起30日内需提前支付合同金额的\'25%款项

payment shall be made by five annual installments of 20% each.

付款分五次支付，每次为总金额的25%

require full payment within 45 days with a 15% discount for cash payment in

advance.

我们要求45日内全额付清且有15%的现金折扣

total amount must be paid in full upon receipt of the shipping documents.

接到装船通知须全额付清

require payment by L/C to reach us one month prior to the time of shipment.

我们要求船期前一个月向我们开具信用证支付

are requested to pay $5,000 as a down payment.

你方被要求付5,000美金作为首付

percent of the contract value shall be paid in advance by cash, and 90% by sight draft drawn under an L/C.

合同金额的10%应以现金提前支付，剩下的90%以信用证开具即期汇票支付

**商务信函订购英语作文范文 第十二篇**

商务英语外贸英语信函实用语句

the volume of business concluded by you is not big enough, we won’ t consider the question of agency.

由于贵司所做业务的量不够大，我们不考虑代理问题

think it premature for us to discuss the question of agency at present stage.

我们认为对我们而言目前讨论代理问题还不成熟

time is not yet mature to discussion of agency.

讨论代理的时机还未成熟

would like to say that this initial stage contract between us , both side do not understand each other very well, so there seems to be no sufficient bases for us to negotiate agency.

由于彼此还不甚了解，我们认为我们之间初始阶段的关于代理的协议似乎还不充分

am afraid that this is not good time yet to push the sales of our product in your market.

恐怕在你方市场推广我司产品还不是好时机

do not think the time is right for the discussion of the question of exclusive agency.

我们认为此时讨论独家代理问题不妥

regret to say that since there is so far no transaction concluded between us, we have to decline your quest for agency.

由于我们之间业务还未开展，很遗憾我们终止你方代理的请求

question of agency is still under consideration and we hope you will continue your effort to push the sale of our product at present stage.

关于代理的\'问题我们仍在考虑之中，希望你方在现阶段仍需努力推广我司产品的销售

shall not consider pointing you as our sole agent until your sales record justify our doing so.

我们还不指定你方为我司的独家代理，直到你们的成绩证明我们可以这么做

we discuss the matter of agency when your market condition turns better?

当你方市场情况变好时我们再讨论代理事宜可以吗

**商务信函订购英语作文范文 第十三篇**

As per our previous directions please ship goods through liner with Master B/L Only on . Nhava Sheva Terms. No House B/L or Third Party . any Logistic Firms or Consolidators Not Permissible as they charge Endorsement / Consolidation charges over Normal Charges as applicable in India. In such cases if any additional charges above normal are incurred the same will be to your account. Applicable to all our future shipments.

Note: the language in the original text is typical Indian/Pakistani thus not normal English.

请按我方要求以那瓦夏瓦港到岸价将货物装直达船出运；必须由船运公司直接签发提单。我方不接受货代提单或由其他第三方如物流公司和拼货公司签发的提单，因为此类公司收取高于印度正常标准的理货和拼货费用。若发生上述一切额外费用，均由贵公司负担。今后发货亦须照此办理。

**商务信函订购英语作文范文 第十四篇**

（1） We shall give prompt and best attention to any inquiries and provide

adequate information as well.

任何 ———— 我们都会迅速而完善地处理，并提供足够的信息。

（2） We are e-mailing you our wishes to establish business relations with

you in order to offer opportunities to develop the business between us.

今向你方发电子邮件以表示我们愿意和你方 ———————以便提供机会发展双方贸易的愿望。

（3） We shall thank you very much if you inform us soon of your price for the

您诚挚的 国际商务英语函电范文:通知与确认 实例之一: 通知对方接到来信Acknowledging receipt of letters 1. Dear Mr. / Ms, thank you for your letter No. A-3 of 6th May, offering us 6 UI-4 Viewdatas。

goods including both FOB London and CIF Guangzhou quotes.

请速告知这些货物的 ————— 和 ———————，————

2、商务信函结束语(Complimentary Close)结束语是写信人表示自己对收信人的一种谦称,只占一行,低于正文一二行,从信纸的中间或偏右的地方开始写。第一个词的开头字母要大写,末尾用逗号。结束语视写信人与收信人的关系而定。 二。

**商务信函订购英语作文范文 第十五篇**

Due to the increasing demand, if we think you are willing to place an order, you are likely to place an order. We guarantee immediate delivery. We believe you have received our catalogue and price list.

Now you have the opportunity to check our goods and enclose a purchase order for your convenience. Our advertising campaign will start next month. Experience has shown that many orders follow these advertisements and sales are bound to have results.

We strongly recommend that you keep at least a small amount of stock from April 1 at the following prices. Our products will increase. Even with such an increase, the price of our products will still be slightly lower than that of our compes.

As far as the business you are negotiating, we will charge the old price for all orders received up to April (including April). For example, dear XX, are you OK in those days? We hope everything goes well. We\'d like to know what you think of my offer.

Due to the increase in demand, you are likely to place an order quickly. If we think you are willing to place an order now, we can guarantee immediate delivery from our stock. We believe that our experience in this product and reliable quality will qualify us to win your trust and look forward to your kindness.

中文翻译：

由于需求量的增加，如果我们认为你方愿意下订单，你方很可能会下订单。我方保证立即发货，相信你方已收到我方的目录和表，现在你方有机会检查我方的货物随函寄上一份订购单，以便您方便订购。我们的广告活动将于下个月开始。

经验表明，许多订单都遵循这些广告，肯定会有结果。我们强烈建议您从xx月xx日起至少存少量存货，如下我们的产品将提高，即使是这样的增长，我们的产品仍然略低于我们的竞争对手，就你方正在谈判的业务而言，我们将对截至xx月（包括xx月）收到的所有订单收取旧，例如，亲爱的xx那几天你还好吗？希望一切顺利，我们想知道你对我的报价的看法，由于需求量的增加，你方很可能会迅速订货，如果我们认为你方愿意现在订货，我们可以保证立即从我方库存中发货我们相信，我们做这种产品的经验和可靠的质量将使我们有资格赢得您的信任，期待您的好意。

标签： 新学期

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