

<<国际商务信函范例>>

图书基本信息

书名：<<国际商务信函范例>>

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前言

International business activities both local and abroad are numerous and essential , the way of delivery includes fax , telex , e - mail and express. Few Business transactions are carried through successfully without correspondence at some point. Letters must be written to customers , salesmen , agents , suppliers , bankers , shipowners and many others , in order to cover every conceivable phase of business activity. At the same time , business letters are the firm's silent salesmen and often enough , represent its only contact with the outside world. Hence the need of efficient letter-writing is by no means essential and important. In the following pages that follow are to be found specific letters dealing with a comprehensive range of transactions of the kind handled in every business day. These letters are written in the modern English style to illustrate the accepted principles of good business writing. Moreover , Chinese translation and explanation are given at the end of the book to facilitate better understanding for the Chinese readers. For help in the preparation of the book , I am indebted to those business organization and people who generously permitted me to quote from published materials and who have made valuable contributions to this book. Finally , I wish to thank my good friends for their reading through of my manuscript and making valuable suggestions for improvement. Special thanks are given to my parents , who encouraged me to publish this book.

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内容概要

《国际商务信函范例》共分十一个单元，各篇信函都是以现代商务活动惯用的书信体裁写成。不同种类的信函，如保险、代理、银行业务、订货、人事等一般用途的商务信函大都被辑录在内。而且，《国际商务信函范例》目录分类详尽，易于翻阅参考，可作为一般商务机构从业人员的案头参考书。

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作者简介

张庆杰，男，经济学博士，高级经济师，经济科学出版社编审，20世纪曾两度留学国外名牌大学；曾在外贸公司历任翻译、项目经理、驻外全权代表，副总经理、总经理；曾经从事金属原材料，机械设备、化工产品、农产品，船舶、汽车，家电，服装等千余种商品的进出口贸易，以及中外合资企业的洽谈、创立、经营等对外经济合作活动。

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章节摘录

The Manager , Commercial Bank of Shanghai , Dear Sir , In March 2007 you were good enough grant me a credit of ¥ 80 , 000RMB , which was repaid within the agreed period. I now require a further loan to enable me to proceed with work under a contract with Fiat Athletic Association for the construction of a three - storied gymnasium. I need the loan to purchase materials at a cost of about ¥ 100 , 000 RMB. The contract price is ~ 750 , 000RMB , payable immediately upon satisfactory completion of the work on or before 1 th October next. I should be glad if you could see your way to grant me a loan of ¥ 85 , 000RMB for a period of nine months. The manner in which I have kept my account with you will , I hope , justify the loan and since my contract is with an eminent association , my ability to repay the loan at the agreed time can hardly be in doubt. I enclose a copy of my latest audited balance sheet and shall be glad to call at the bank at your convenience to discuss the matter.

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