

发英文邮件的正确格式范文通用7篇

作者：有故事的人 来源：范文网 www.wtabcd.cn/fanwen/

本文原地址：<https://www.wtabcd.cn/fanwen/meiwen/8d963a7e5bdc4da977d5201c3f628185.html>

范文网，为你加油喝彩！

写英文邮件的格式 篇一

Dear Mr. Seaton ,

Thank you very much for taking me with you on that splendid outing to London. It was the first time that I had seen the Tower or any of the other famous sights. If I'd gone alone, I couldn't have seen nearly as much, because I wouldn't have known my way about.

The weather was splendid on that day, which I thought was rare. I still remember some people told me that in Britain there was weather and no climate. During the same day, it might snow in the morning, rain at noon, shine in the afternoon and be windy before the night falls. So I think I was lucky.

I think the river trip was the best thing of all. London really came alive for me as we saw it from the Thames during that wonderful journey down to Greenwich. It was all tremendously exciting - a day that I shall never forget.

Thank you for giving me such a great birthday treat.

Yours sincerely,

Linda Chen

英文商务邮件格式 篇二

Dear sir/madam:

[organization] would very much like to have someone from your company speak at our conference on [topic].

As you may be aware, the mission of our association is to promote . Many of our members are interested in the achievements your company has made in .

Enclosed is our preliminary schedule for the conference which will be reviewed in weeks. I ' ll call you [date]

to see who from your company would be willing to speak to us. I can assure you that we ' ll make everything convenient to the speaker.

Sincerely yours,

[name]

[title]

写英文邮件的格式 篇三

Dear Jack,

I am writing to thank you for your congratulations on my success in the translation contest. In your letter, you told me that you wanted to know how to do well in translation. Here are some pieces of advice.

First, you need to grasp the basic grammar knowledge, which enables to you to understand the sentences correctly and translate the original language to the target language properly. Second, a wide range of extensive knowledge in different fields is preferred because the more you know, the easier it is for you to make clear what the passage is talking about.

I hope these pieces of information are of great help for your future study and translation.

Yours sincerely,

Li Ming

英文商务邮件格式 篇四

Dear sir/madam:

Thank you for your letter of [date]. I ' m glad that you are also going to [place] next month. It would be a great pleasure to meet you at the [exhibition/trade fair].

Our company is having a reception at [hotel] on the evening of [date] and I would be very pleased if you could attend.

I look forward to hearing from you soon.

Yours sincerely,

[name]

[title]

英文商务邮件格式 篇五

Dear sir/madam:

We would like to invite you to an exclusive presentation of our new [product].

The presentation will take place at [location] , at [time] on [date]. There will also be a reception at [time]. We hope you and your colleagues will be able to attend.

[company] is a leading producer of high-quality . As you well know, recent technological advances have made increasingly affordable to the public. Our new models offer superb quality and sophistication with economy, and their new features give them distinct advantages over similar products from other manufacturers.

We look forward to seeing you on [date]. Just call our office at [phone number] and we will be glad to secure a place for you.

Sincerely yours,

[name]

[title]

英文邮件回复函格式及 篇六

dear sir or madam,

it is a pleasure to know of your continued interest in our products. the samples you have requested are now available and will be sent free of charge. we have sent the package via fedex,with airway bill number 8180-8713-0983.

we hope you find these samples your killing.we would like to reiterate that we accept customization of products to suit your requirements.

plesse do not hesitate to contact us for any further clarification.we look forward to doing business with you.

with best withes,

hillary

英文邮件回复函格式及 篇七

dear sir or madam,

it is a pleasure to know of your continued interest in our products.the samples you have requested are now available.samples are free of charge,but according to our company ' policy,the costomer must pay the shipping cost.

samples will be sent immediately as soon as the standard us\$70 shipping payment is transferred to our account no. 009-334833299-2432 at hong kong &shanghai banking corporation(hsbc) or when you provide us with your dhl , ups or fedex account number.

sorry for the onconvenience, i hope this little formslity will not stand in the way of our future relationship.

we hope you can understand our position and look forward to our future cooperation.

with best ragards,

读书破万卷下笔如有神，以上就是t7t8美文号为大家整理的7篇《发英文邮件的正确格式范文》，希望对您的写作有一定的参考作用，更多精彩的范文样本、模板格式尽在t7t8美文号。

更多 范文 请访问 https://www.wtabcd.cn/fanwen/list/91_0.html

文章生成doc功能，由[范文网](#)开发