

- 1.如果你方价格有竞争力的话，我们将向你方发出订单。
- 2.你方产品在我市场上没有竞争力。
- 3.我们必须在产品的质量方面与其它企业竞争。
- 4.为了使我们能适应竞争，你方必须报尽可能低的价格。
- 5.支付条件方面，我方要求保兑的、不可撤消的信用证。
- 6.我们相信你们对所附文件会感兴趣。
- 7.随函附上一份我方目前可供之货的目录单。
- 8.我们公司经营化工产品的进出口业务。
- 9.你方最近致我总公司的函已经转给我方办复。
- 10.我们同意你公司的交易条件。
- 11.现在不是销货的有利时机。
- 12.根据我方在美国市场销售该产品的经验，我们相信这些产品将很快在你方市场上成为畅销货。
- 13.详情请洽我们当地的分支机构。
- 14.为使你方了解我公司产品，我们今晨寄去两件样品供参考。
- 15.请你方对此报价认真考虑。
- 16.我们有幸自荐，以期与贵公司建立业务关系。
- 17.从 A 公司处得知你公司名称及地址，我们非常乐意与贵方建立贸易关系。
- 18.若你方尽早回复，我方将不胜感激。
- 19.我们与 B 公司有两年的交往。
- 20.请提供你公司 C 产品的各种详情规格，并告知付款条件及折扣率。

Reference Key:

1. If your price is competitive, we will place an order with you.
2. Your product has no competitive capacity in our market.
3. We should compete with other enterprises in the quality of the products.
4. To enable us to meet competition, you must quote the lowest possible price.
5. Regarding the terms of payment, we require confirmed and irrevocable letter of credit.
6. We believe you will find the enclosed interesting.
7. We are sending you under cover a catalog covering the goods available at present.

8. Our company deals with the import and export of chemical products.
9. Your letter addressed to our Head Office has recently been forwarded to us for attention and reply.
10. We are favorable to your terms and conditions of this transaction.
11. The time is not favorable for the disposal of the goods.
12. Judging from our experience in marketing our products in the United States, we are rather confident that they will soon become quick-selling products in your market.
13. For more/further details, please contact our local office.
14. In order to acquaint you with our products, we airmailed you two samples this morning.
15. We shall appreciate your giving this quotation (your) serious consideration.
16. We have the pleasure to introduce ourselves to you with a view to building up business relations with your firm.
17. On the recommendation of A company, we have learnt with pleasure the name and address of your firm and shall be glad to enter in business relations with you.
18. We should be pleased (highly appreciate it) if you would respond to our request at your earliest convenience.
19. We have been in contact with B company for two years.
20. Please submit full specifications of you C products together with the terms of payment and discount rate.