

The Formats of the English Business Letter



介绍

信息交流是商业活动的基础，没有信息交流，商业活动将无从谈起。而书信则是交流中最常见的方式，因此也是商业活动中极为重要的部分。通常，商业书信由七部分或八部分组成。

信函写作格式（信体写作格式&信封写作格式）

信函内容写作规则

**China National Light Industrial Products Import & Export Corporation
Shanghai Branch
128 Huchui Road
Shanghai, China**

March 8, 2005

**H. G. Wilkinson Company, Limited
245 Lombart Street
Lagos, Nigeria**

Dear Sir/Madam,

We thank you for your letter of March 1 asking for the price list of our goods. The enclosed booklet includes details of all our products and will enable you to make a selection.

We look forward to receiving your order.

**Yours faithfully,
Peter Johnson**



信函信体格式

- ④ 信头或公司地址
- ④ 日期
- ④ 封内地址
- ④ 称呼(称呼是一种礼貌性的问候。如果可能,称呼对方的姓名;如果不知道对方的姓名,则以“尊敬的先生/夫人”开头。)
- ④ 正文
- ④ 结尾谦称
- ④ 签名
- ④ 附件(如果随信附有其他东西,注明“内附”以引起对方的注意。)

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商务英语信函的格式

- 全齐头式 (full block style)
- 齐进式 (block style)
- 缩进式 (indented style)
- 混合式 (modified block style)

全齐头式 (full block style)

全齐头式的英文书信，要求将信头、收信人的姓名、信内地址等以及正文（包括每段起行）、结束语和签名均靠左边齐头对齐

- **Example:**
- (Heading)
- -----
- Inside Address
- -----
- (Salutation)
- (Body)
- -----
- -----
- -----
- -----
- -----
- (Complimentary Close)
- (Signature)

齐头式 (block style)

齐头式的英文书信，除了信头、结束语和签名放在右边外，要求将收信人的姓名、地址等以及正文（包括每段起行）均靠左边齐头对齐

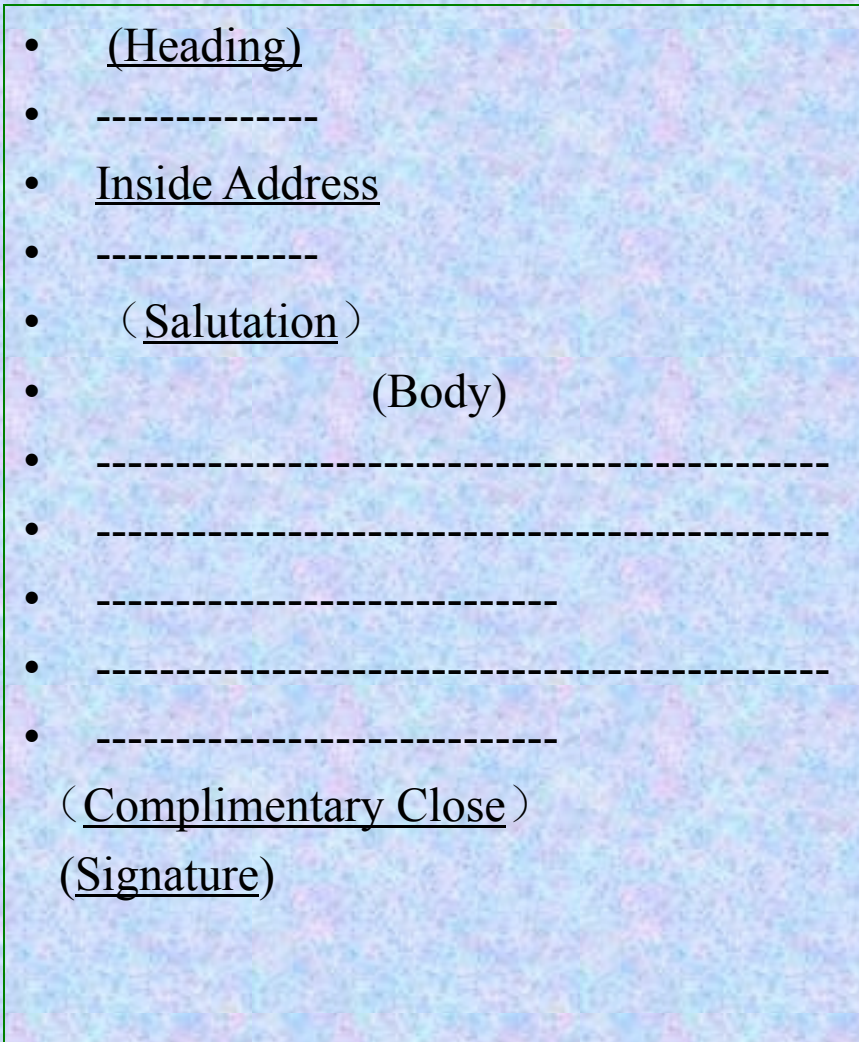
- **Example:**
- (Heading)
- -----
- Inside Address
- -----
- (Salutation)
- (Body)
- -----
- -----
- -----
- -----
- -----
- (Complimentary Close)
- (Signature)

混合式 (modified block style)

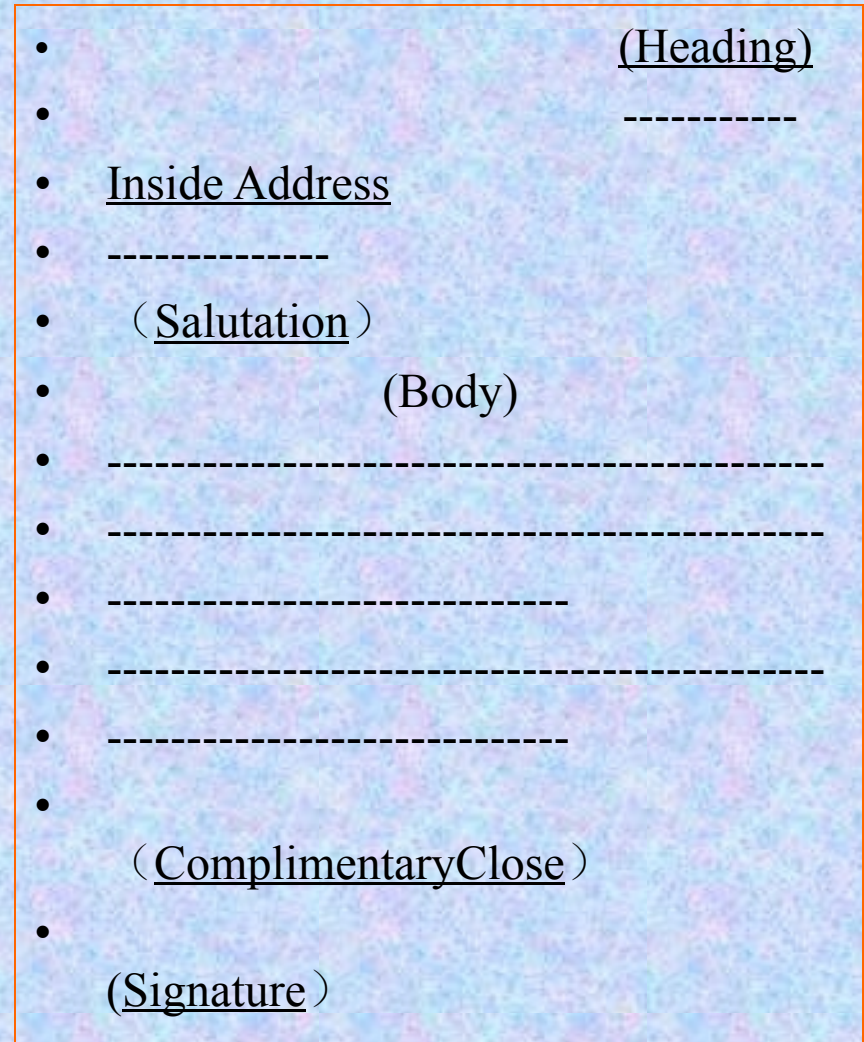
混合式也称折衷式或称半齐头式 (semi-block style)。混合式的英文书信，信头、结束语和签名放在右边，每行文字齐头；信内地址各行文字及称谓左边齐头；正文每段起行向右缩进四五个字母

- **Example:**
- (Heading)
• -----
- Inside Address
• -----
- (Salutation)
• (Body)
• -----
• -----
• -----
• -----
- (Close) (Complimentary
• (Signature)

全齐头式



齐头式



缩进式

混合式

- (Heading)
- -----
- Inside Address
- -----
- (Salutation)
- (Body)
- -----
- -----
- -----
- -----
- -----
- (Complimentary Close)
- (Signature)

- (Heading)
- -----
- Inside Address
- -----
- (Salutation)
- (Body)
- -----
- -----
- -----
- -----
- -----
- (Complimentary Close)
- (Signature)

letterhead

Date:

Inside Address

Dear sirs,

Sincerely yours,

Master the Second kind

Date:

Dear sirs,

Sincerely yours,

LAYOUT OF BUSINESS LETTER

SOME KEY POINTS:

1. ADDRESS : number,name of house

street

road

avenue(AVE.)

village or town

county

city,state

country

LAYOUT OF BUSINESS LETTER

2.SALUTION:

ordinary men and women

Mr. Babara Evans

Mrs.June Smith (married women)

Miss Nana Wang(unmarried women)

Ms. Serena Liu (whose marital status is
unknown)

LAYOUT OF BUSINESS LETTER

3.signature:

Sincerely,

Sincerely yours,

Yours faithfully,

Yours truly,

Yours respectfully,

LAYOUT OF BUSINESS LETTER

4.Postscript:(附加语)

P.S. Your parcel has just arrived after my writing the above .Thank you.

5.Enclosure :(附件)

Encls. : 1. Invoice #1003

2.Check #1230

Encl: 1. Invoice

Complimentary Close 结束礼辞

- 1. 表示合作支持
 - Thanking you and assuring you of our best efforts at all times.
 - We ensure our earnest and continued support.
 - We solicit your cooperation on this regard.

 - 2. 表示等待和期望
 - We are waiting for your confirmation.
 - We are expecting from you that.
 - Your immediate reply will be appreciated.
 - Look forward to a prompt reply.
-

Complimentary Close 结束礼辞

- We *look forward to* a fruitful business relationship with you in the future.
- We *thank you / appreciate* your interest in our products.
- *We were glad / It was a pleasure* to learn from your letter of March 2nd that you were interested in this matter.
- *Enclosed is / We enclose / You will find enclosed* one price list.
- Will you let us *hear from you* in this matter.

Complimentary Close 结束礼辞

A

- *Would you please inform us what you wish us to do?*
- *Would you please reply without delay your wishes in this matter?*
- *Would you please inform us of the results?*

B

- *I look forward to hearing from you soon.*
 - *I look forward to (receiving) your favorable reply.*
 - *I look forward to (receiving) your orders.*
-

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