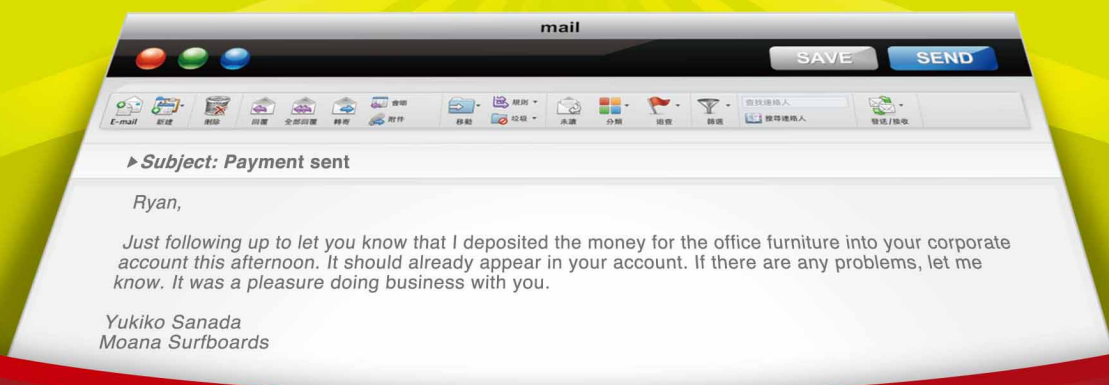


5句話搞定 商務E-mail!

100則電郵範本，隨查即用

作者 / Shawn M. Clankie、小林敏彥 總編審 / 王復國



SEND出你的競爭力
10大主題 + 超過400個好用句

- 預約會面
- 合約訂單
- 公告祝賀
- 商務往來
- 客訴處理
- 問候祝福

- **be in the process of ...** 正在進行～
- **Please forward the information to the address below.** 請將資訊寄至下列地址。
- **care of ...** ～收（由～轉交）
- **I was wondering if you could ...** 能否請您～。

佳句便利貼

- **I'm writing to inquire about your latest product.**
我來信的目的是想詢問貴公司的最新產品資訊。
- **I'd like some more information about your products.**
我希望能取得更多貴公司的產品資訊。
- **Could you send me some information about your fall line?**
能否請您寄一些貴公司的秋季系列商品資訊給我？
- **Could I get a brochure about your company's products?**
能否提供貴公司產品型錄給我？
- **Please send it directly to me.**
請直接寄給我本人。
- **Please forward the information, care of Dr. Ami Watanuki.**
請將資訊寄給渡貴亞美博士，由她轉交。



FAQ 9 敲定生意的關鍵

Question

How can we write “承蒙關照” in English business email messages?

在英文商務 email 中，該如何表達「承蒙關照」之意？

Answer

Usually “承蒙關照” is translated into English as “Thank you for your continued support.” But the way that it is used in Chinese is not done in English. If an English speaker wants to write “Thank you for your continued support.”, then this expression would come as the closing sentence of the email message.

「承蒙關照」通常翻譯成英文的「Thank you for your continued support.」，但這句話在中文裡和英文裡用法不盡相同，如果英語人士想要表達「Thank you for your continued support.」一般會寫在郵件的結尾處。

Q & A