

<<国际商务英语函电>>

图书基本信息

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### 内容概要

本书为了使本教材贴近实际工作，我们在第一版的基础上进行修改和增减，使之涵盖面更广泛、更现代。

第二版教材按外贸进出口流程进行编写，环节紧凑，通过教与学了解外贸进出口的整个过程，每单元后的实训练习帮助学生进行实际操作，加强动手能力，同时还能提高学生外贸业务、英语知识和语言运用能力。

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你方第456号订单的索赔关于你方第456号订单货物短重7.8公吨的索赔之事，我们对此深表歉意。经我方工作人员查核，发现约有51袋未按照合同规定以五层坚固纸包装，而用来包装这；1袋的纸只有三层，以致在运输途中造成破损。这完全是由于我方仓库管理人员的粗心所致，对此我们向你方致以歉意。鉴于我们双方长期的业务关系，在得到你方同意后，我们立即将索赔金额560美元用支票汇入中国银行北京分行账户。希望你方对我们所作的安排感到满意，并期待你方更多的订单。

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