



جامعة محمد الشريف مساعديّة- سوق أهراس
كلية العلوم الاقتصادية والتجارية وعلوم التسيير

المحور الثاني

المحاضرة 12- نماذج للرسائل التجارية

4.3 - نماذج لرسائل أعمال باللغة الانجليزية

النموذج 1: رسالة استفسار عن شخص ما

HOUSING BANK FOR TRADE & FINANCE AMMAN-JORDAN	
Ref:.....	Date:.....
Mr. Fadi Ali P.O.BOX 1234 Amman- Jordan	
Dear Sir:	
Subject: Mr. Ahmed Salih	
Kindly know the above mentioned person, whom we intend to hire, has introduced your name as a point of reference.	
We would gratefully appreciate your advice about his moral standing, character and suitability for employment with us.	
Thanking you in advance for your valued collaboration, looking forward to hearing from you ASAP ¹ .	
Yours Faithfully	
Human Resource Manager Hassan M. Ali Cc. File	

¹ ASAP: as soon as possible .

P.O.BOX : Post Office Box.

النموذج 2: رسالة استفسار عن تاجر ما

GULF TRADING & REFRIGERATING COMPANY
AMMAN-JORDAN

Ref:.....

Date:.....

Chamber of Commerce

Jordan Embassy

Alger- Algeria

Dear Sirs:

Subject: Asmar & Ali Company

Kindly know the above mentioned company, which is operated in Alger, has submitted a request to be the sole agency of our product in your country.

May we ask you to provide us with the necessary information about their financial standing, reputation, and any additional information you feel that will help us in this regard. Assuring you that all information you provide will be traded as top confidential.

Best regards,

General Manager

Ali F. Salim

النموذج 3: رسالة متابعة البيع

No.134-6CHING ROAD, TAICHUNG-TAIWAN

Ref. :

Date :

Mr : Sami AL-Masri

P.O.Box 65456765

Amman Jordan

Dear Mr.Al-masri

Following our offer dated the 20 April, 2014, in which we offered our products of car components and accessories.

As we haven't received any reply from your company, It is Highly appreciated if you still interested in our offer or not.

We would like to point out that prices are rising steadily and we invite you take advantages of this opportunity before prices are rising up. Moreover, we want to emphasize that the discounts given to you in our previous offer were never offered to any body overseas except you, which came under a new promotional campaign to attract valuable customers in the Middle East.

If you need further clarification about our offer, please contact our marketing division at +962832414532, and we will do our best to serve you.

Yours truly,

General Manager

Cai Chung Chin

النموذج 4: رسالة طلب شراء

X & Y Company

Amman-Jordan

Ref. :

Date :

Saudi Beverage & Contracting Company
Riyadh- P.O.BOX 45321
Kingdom of Saudi Arabia

Dear Sirs:

Subject: Purchase Order No. 23/83

Many thanks for your offer dated the 2nd of July 2014 and for the price list.

Please arrange to supply us as soon as possible with the following goods:

No.	Item	Spec	QTY	Price/Unit		Total	
				D	F	D	F
1	Grey Silk	90x200m	10 Rolls	200	200	2002	000
2	Wool	90x100m	10 Roll	300	000	3000	000
3	Nylon	70x300m	20 Roll	50	000	7002	000
Total						7002	000

Supply conditions:

- 1) Cash will be on DELIVERY.
- 2) As the term quoted to be sent C&F Aqaba.
- 3) Three copies of certificate of Origin should be attached with the required documents.

As the goods are urgently required, your early attention to this order will be highly appreciated.

Yours truly,

Marketing Manager
Cc.: Financial Manager
Inventory:

النموذج 5: رسالة شكوى

Amman–Jordan

Ref. :

Date :

Saudi Beverage & Contracting Company

Riyadh- P.O.BOX 45321

Kingdom of Saudi Arabia

Dear Sirs:

Subject: Purchase Order No. 23/83

In reference to our purchasing letter No. xxxx date 15 May, 2014, and your letter of agreement on it, kindly, know that all the material have been arrived and found correct, except the 32 inch LED TV of which 50 unit were ordered, whilst the container contain only 45 one.

In order to settle this issue, we suggest to send the missing (5) pieces by airfreight within the next two weeks if possible.

Hope that our suggestion will be suitable, however, if you have any inquires on this matter, please contact us at our E-mail: xxxxx. Or phone: 87654321 for further details.

Marketing Manager

Cc.: Financial Manager

: Inventory

النموذج 6: رسالة طلب توظيف

Date : April 30, 2016

Mr. General Manager

XXXXXXXXXXXXXX

Dear Sirs :

Subject : Work Request

In reference to your advertisement inNewspaper dated the 4th of April 2016 regarding your need for, kindly know that I would like to apply for the above mentioned post.

I am; I have a Bachelors Degree in Business Management from SoukAhras University/ Algeria. I have held several positions in similar jobs in different companies in Also, I have attended several workshops in

For detailed information, please find enclosed/attached copy of my CV which show my academic qualifications, work experiences and other related issues that I have accumulated over the previous years.

I hope that you will consider this application favorable, hope to receiving from you within the near future.

Best regards,

Sincerely Yours

Sami

Mobile: xxxxxxx

e-mail: xxxxx@xxxx