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https://www.100test.com/kao_ti2020/131/2021_2022__E6_94_B6_E5_8D_95_E4_B8_8E_E7_c96_131227.htm 一、收单与确认 1、本月10日来函收悉，感谢贵方对...的订货。 We received your letter of the 10th inst., and thank you for your order for ... 2、贵公司5月10日来函及五部印刷机器的定单均已收到，在此表示感谢。 We are in receipt of your favour of the 10th May, with your order for five printing machines, which I herewith acknowledge with best thanks. 3、贵公司6月10日电报关于高级砂糖100英担定单已收到，并予以确认。 We confirm herewith your telegraphic order of the 10th June, for 100 cwt. of the best sugar. 4、贵公司7月10日函收悉，对此次订货，我公司表示感谢。 We acknowledge receipt of your favour of the 10th July, and thank you for the order you have given us. 二、撤消或变更订单 1、非常抱歉，兹因购货人已向我司撤消订单，迫使我司只好向贵公司取消这一次订货。 To my deep regret, the buyer of these goods has just cancelled the order, a fact which compels me to cancel my order with you. 2、很抱歉由于我司在今后一段时间内，所有货物品已完全够用，因此，不得不取消此次订货，敬请谅解。 Our requirements are now fully covered for some time to come, and we therefore greatly regret that we have to cancel our order with you. 3、非常遗憾地通知贵公司，因为购货人对贵公司价格500元不予确认，因此要求您取消此订单。 We are sorry to report that our buyer does not confirm this order at your price \$500. we must, therefore, ask you to cancel same. 4、非常遗憾，我公司不得不通

知，在此同一时期内，需要取消数种订单。 I regret that I have to notify you of so many orders being cancelled at the same time.

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