

英语口语8000句之三十五：(商业信)引言 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/132/2021_2022__E8_8B_B1_E8_AF_AD_E5_8F_A3_E8_c96_132283.htm (商业信函用语)引言部分 第一段落 边陈述写信目的，边设定整体。 收信 我们收到了您1998年4月14日的来信。 We have received your letter of April 14, 1998. We have received your letter dated April 14, 1998. 我们收到了您的咨询函，非常感谢。 We thank you for your inquiry. We have received your letter and thank you for your inquiry. 我们非常高兴从您的来信中获悉..... We are pleased to learn from your letter... From your letter we have learned that... 我们收到了您1998年5月23日的来函查询，非常感激。 We are grateful for your inquiry of May 23, 1998. 我们已经收到了您1998年6月6日的来信。 This is to acknowledge your letter of June 6, 1998. 回信 我非常愉快地回复您1998年8月18日的来函查询。 We are pleased to respond to your inquiry of August 18, 1998. We are pleased to answer your letter of August 18, 1998. 以下是就您1998年10月21日来信的回函。 We are writing in response to your letter of October 21, 1998. We are writing with reference to your letter of October 21, 1998. 这是对您1998年10月29日来信的复函。 This refers to your letter of October 29, 1998. 这是对您1998年11月4日来信给予的答复。 This is in response to your letter of November 4, 1998. 从来信中得知 我们高兴地 从您的来信中得知... We are happy to learn from your letter that... From your letter we have learned that... 我们很遗憾地从您的信中得知..... We regret to learn from your letter that... We are really sorry to learn

from your letter that... 我们为我们的差错向您表示真诚的歉意。
。 We would like to offer our sincere apologies for the mistake. * “
从内心发出的歉意”，用sincere apologies表示。得知.....真是
太好了。 It is nice to know that... It is nice to learn that... It is nice
to hear that... 为.....我们很遗憾。 It is regretted that... It is
regrettable that... 联系 我们非常愉快地通知您..... We are
pleased to inform you that... We are excited to inform you that... We
are happy to inform you that... 我们想通知您..... We would like
to inform you that... 我们非常荣幸地通知您..... We take
pleasure in informing you of... *用于转达好消息时。 We take
pleasure in informing you that... 我们很遗憾地通知您..... We
regret to inform you that... *通知的内容不太好时。 我们抱歉地
通知您..... We are sorry to inform you that... *比用regret的语气
要婉转。 请允许我通知您..... Please be advised that... *好、坏
消息均可以用。 随信附上 随信附上..... We will enclose...
*enclose “装入信封”。 随信附上.....的复印件 We are
enclosing a copy of...复印件随信一并寄上。 There is a copy
of... attached to this letter. *attach 有附上“大件的東西和主要東
西”的语气。 Attached, please find... 附上了你要的.....
Attached you will find... 附寄在内的是一份.....的复印件。
Enclosed is a copy of... Enclosed, please find... A copy of...is
enclosed. 寄给.....、请(对方)寄出..... 我们将寄给你.....
We will send you... We are sending you... We will mail you... 我们非
常高兴地寄给你..... We are pleased to send you... We are happy
to send you... 我们另外再把合同书寄给您。 We are sending you
the contract separately. 您能将.....寄给我们吗? Would you

please send us...? *虽是口语，但给人有礼貌的感觉。如果你能将.....寄给我的话，我们将非常感谢。 We would appreciate it if you would send us... *表示对对方的感谢之情。 If you would send us是假设条件句，意思是“我不知您是否能给我寄来，如果能寄来的话.....”，这是对对方相当尊重的说法。认为对方收到了自己的信件几个月前，我们曾就.....事给您写了一封信。 Some months ago we wrote you regarding... *regarding “关于.....”。就.....事我们至今没有得到您的回音。 So far, we do not seem to have received word from you... *催促什么事情时。如果在1998年12月1日前还得不到您的回音的话，..... If we do not hear from you by December 1, 1998... *语气有些严厉。有关.....事，我们还未收到您的任何回音。 So far, we have not received word from you... *so far “至今为止”。 So far, we have not received any word from you... 因回复迟了而表示歉意很抱歉未能尽早给您回信。 We apologize for not replying to you earlier. 未能及时给您回信，我们深表歉意。 We are sorry for not answering your letter sooner. We are sorry for not replying to your letter sooner. We are sorry for not responding to your letter sooner. 久未回信，让您久等了。 Thank you for your patience. *patience “忍耐，耐心，耐性”。 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com