

商务英语常用告示精选：建立办事处 PDF转换可能丢失图片或格式，建议阅读原文

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Establishment of new branch Dear Mr/Ms, Owing to the large increase in the volume of our tradewith this country we have decided to open a branch here,with Mr Wang Lo as manager.The new branch will open on 1st March and from that dateall orders and enquiries should be sent to Mr Wang Loat the above address, instead of to our London office.We take this opportunity to express our thanks for yourcooperation in the past. We hope the new arrangementswill lead to even better results. Yours faithfully [ 简译

] 尊敬的先生/小姐，因在该国贸易额大量增加，我们决定在这里开设一家分支，由王洛先生任经理。新办事处将于三月一日开业，今后所有的订单和询价请按上述地址送到王洛先生那，而不是伦敦办公室。我们籍此机会向您过会与我们的合作表示感谢，我们希望新的安排能产生好的结果。你诚挚的 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](http://www.100test.com)