

商业英语信函中25种常用语词汇篇-2 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/150/2021_2022__E5_95_86_E4_B8_9A_E8_8B_B1_E8_c85_150820.htm (11) 确认 To

confirm. Confirming. Confirmation. In Confirmation of(为确认...
... , 为证实.....). A letter of confirmation(确认函或确认书)

(12) 高兴，愉快，欣慰 To have the pleasure to do. To have the
pleasure of doing. To have pleasure to do. to have pleasure in (of)
doing. To take (a) pleasure in doing (something). To take pleasure
in doing (something). To be pleased to (with)(by). to be delighted at
(in)(with). To be glad to (of)(about). To be rejoiced in (at). (13)

随函附件Enclose. Inclose. (14) 迅速，立刻Urgently. Promptly.

Immediately. With all speed. At once. With dispatch. With all
despatch. With the quickest possible despatch. With the least
possible delay. As soon as possible. As quickly as possible. As
promptly as possible. At one ' s earliest convenience. At the earliest
possible moment. At an early date. Without delay. Without loss of
time. Immediately on receipt of this letter. By express messenger. By
Special messenger. By special delivery. By express letter. (15) 回

信By return. By return of post. By return of mail. By return of
air-mail. (16) 依照According to. Agreeably to. Conformably to.

pursuant to. In accordance with. In conformity with (to). In
obedience to. In deference to. In compliance with. In agreement
with. In pursuance of. (17) 就..... , 关于About. Regarding.

Concerning. As to. As regards. With regard to. In regard to.(of).
Respecting. Relative to. Anent. In connection with. Referring to.

With reference to. In reference to. Re. (18) 期满到期及应付之款 To be due. To fall due (become) due(日期将到). Duly(正时, 及时). In due Course (依照顺序). (19) 每个, 按照, 通过 Per(=by, through) rail.(post,mail,steamer)(通过铁路, 邮政, 轮船) Per pro.= by proxy (由代理) Per annum (=yearly, 每年) Per mensem (=monthly,每月) Per diem [daiem] (=daily,每日) Per man, per capital (=per head,依照人数, 每一人) Per piece(每一个, 每一件) (20) 表示抱歉 (冒昧做了某事) To take the liberty of doing something. To take the liberty to do something. To take the liberty in doing something. 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