

商务英语写作指导：商业英文书信（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_E5_8A_A1_E8_8B_B1_E8_c85_150852.htm（6）特回答贵公司某月某日函所叙述有关事项等

1. I have the pleasure of stating , in answer to your inquiry of the 4th inst , that 2. In reply to your letter of the 5th of May , I have to inform you that (of) 3. I hasten to answer your inquiry of the 15th May , by stating that 4. We are in receipt of yours of the 5th June , in reply to which we are pleased to state that 5. In reply to yours of the 10th May , relative to..... , I would say that 6. I am in receipt of your favour of the 7th May , and in response I inform you that (of) 7. In response to your letter of 10th May , I wish to say that 8. In answer to your favour of the 5th May regarding..... I reply as follows : 9. Answering your letter of the 8th of February re..... , I would say that 10. In reply to your letter of February 8th , I inform you that (of) 11. Replying to yours of the 8th of February regarding..... , I would say that 12. Replying to your favour under date of February 8th re..... , I say that (7) 非常遗憾 , 我们奉告您关于 , 等。来源

: www.examda.com 1. We regret to inform you that (of) 2. We are sorry to have to draw your attention to 3. We regret to have to say that 来源 : www.examda.com 4. We regret to advise you that 5. We very much regret to announce you that 6. It is most regrettable that we have to inform you that (of) 7. It is with our greatest regret that we must inform you that (of) 8. To our greatest regret we must herewith inform you that (of) 9. It is a matter for regret that I have

to inform you that (of) 10. It is to be regretted that I must inform you that (of) 11. It is with regret and reluctance that we have to inform you that (of) 12. It gives us a deep sorrow that we have to announce you that 13. It causes me much sorrow to have to say that 14. I feel sorry for having to announce you that 15. I express my sorrow for announcing you that (8) 当我们得悉.....甚为遗憾等。 1. We are very sorry to hear (know) that 2. we are grieved to hear of (about) 3. We are indeed sorry to hear that 4 We very much regret to hear that 5. We regret to hear of (that) 6. It is with great regret that we just learn that 7. Much to our regret we have heard that来源 : www.examda.com 8. We regret to receive your information re 9. We regret that we have been informed that (of) 10. To our deep regret we were informed that (of) (9) 我们对于您某月某日来函的询价 , 深表谢意等。 1. We thank you very much for your inquiry of the 10th of May 2. I thank you for your inquiry of the 10th May 3. We are very much obliged by your enquiry dated the 10th May 4. We are indebted to your inquiry under date (of) the 10th May for 5. I thank you for your inquiry of July 10 6. Thanks for your kind enquiry of May 5 (10) 兹函附某某 , 请查收 , 等。 1. Enclosed please find 2. Enclosed we hand you 3. We enclose herewith来源 : www.examda.com 4. Herewith we have the pleasure to hand you 5. We have pleasure in enclosing herewith 6. We take the liberty to enclose herein 7. We are pleased to enclose herewith 8. We are pleased to hand you enclosed 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