

商务英语写作指导：商业英文书信（1）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\\_150856.htm](https://www.100test.com/kao_ti2020/150/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_150856.htm) 一。商业书信常用开头语 Opening Phrases & Sentences Generally Used In Business Letters（1）特此奉告等 To inform one of； To say； To state；

To communicate； To advise one of； To bring to ones notice（knowledge）； To lay before one； To point out； To indicate； To mention； To apprise one of； To announce； To remark； To call ones attention to； To remind one of； etc.来源：考试大

1. We are pleased to inform you that 2. We have pleasure in informing you that 3. We have the pleasure to apprise you of 4. We have the honour to inform you that（of）5. We take the liberty of announcing to you that 6. We have to inform you that（of）来源：考试大 7. We have to advise you of（that）8. We wish to

inform you that（of）9. We think it advisable to inform you that（of）10. We are pleased to have this opportunity of reminding you that（of）11. We take the advantage of this opportunity to bring before your notice 12. Please allow us to call your attention to 13. Permit us to remind you that（of）14. May we ask your attention to 15. We feel it our duty to inform you that（of）（2）

为（目的）奉告某某事项 1. The purpose of this letter is to inform you that（of）2. The purport of this line is to advise you that（of）3. The object of the present is to report you that来源：考试大 4. The object of this letter is to tell you that 5. By this letter we Purpose to inform you that（of）6. Through the present we wish to

intimate to you that 7. The present serves to acquaint you that ( 3 )  
 惠请告知某某事项 , 等 1. Please inform me that ( of ) 2. Kindly  
 inform me that ( of ) 3. Be good enough to inform me that ( of )  
 4. Be so good as to inform me that ( of ) 5. Have the goodness to  
 inform me that ( of ) 6. Oblige me by informing that ( of ) 7. I  
 should be obliged if you would inform me that ( of ) 来源 : 考试  
 大 8. I should be glad if you would inform me that ( of ) 9. I should  
 esteem it a favour if you would inform me that ( of ) 10. I will  
 thank you to inform me that ( of ) 11. You will greatly oblige me  
 by informing that ( of ) 12. We shall be obliged if you will inform  
 us that ( of ) 13. We shall be pleased to have your information  
 regarding ( on , as to ; about ) 14. We shall deem it a favour if  
 you will advise us of 15. We shall esteem it a high favour if you will  
 inform us that ( of ) ( 4 ) 特确认 , 本公司某月某日函件等 1.  
 We confirm our respects of the 10th May 2. We confirm our letter of  
 the 10th of this month 3. We confirm our last letter of the 10th June 4.  
 We had the pleasure of writing you last on the 10th of this month 5.  
 We confirm our respects of the 10th June 6. We confirm the remarks  
 made in our respects of the 10th July 7. We confirm the particulars of  
 our enquiry by telephone of this morning 8. In confirming our  
 telegram of this morning , 9. Confirming our respects of the 10th  
 May , 来源 : 考试大 10. Confirming our last of the 10th June ,  
 ( 5 ) 贵公司某月某日函电 , 敬悉等 1. We have pleasure in  
 acknowledging receipt of your esteemed favour of the 3rd May 2.  
 We are pleased to acknowledge receipt of your favour of the 1st June  
 3. We have to acknowledge receipt of your favour of the 5th July 4.

Your letter of May 5 was very welcome 5. Your letter of April 10 gave me much pleasure 6. Your esteemed favour of 7th May was duly received by us 7. Your favour of the 5th June is duly to hand 8. Your favour of the 10th is to ( at ) hand 9. We are in due receipt of your favour dated the 7th June 10. We are in receipt of your letter of the 7th July 11. We are in possession of your letter of the 5th April 12. We have duly received your favour of the 5th March 13. Your letter of yesterdays date is duly to ( at ) hand 14. Your esteemed communication of yesterdays date is just to ( at ) hand 15. We thank you for your favour of the 5th May 16. We are obliged for your letter of the 5th May 17. Many thanks for your latter of the 5th June 18. Very many thanks for your letter of May 5 19. In acknowledging receipt of your letter of the 5th June , ..... 20. Your favour of the 5th May has just reached me来源：考试大 21. Your favour of the 5th May is duly received 22. Your favour of the 5th May is now before me 23. Your promised letter under date ( of ) the 5th June has just reached us 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)