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Ribera Y Cia, With reference to your letter of Sep.21, 2004, we are glad to learn that you wish to enter into 1 trade relations with our corporation in the line of canned goods. In compliance with 2 your request, we are sending you by air a catalogue 3 together with a wide range of 4 pamphlets 5 for your reference. If any of the items listed in the catalogue meets your interest, please let us have your specific enquiry, and our quotation will be forwarded without delay. In the meantime, you are requested to furnish us with the name of your bank prior to 6 the conclusion of the first transaction between us.

Sincerely yourst 【参考译文】 敬启者：关于你方 2004 年 9 月 21 日来信，我们很高兴知道贵公司想在罐头食品业务方面同我们建立业务关系。按照你方要求，我们通过航空邮寄目录一本，并附一套小册子，供你参考。如果目录中所列的任何一种商品符合贵方要求，请具体询价，我方将立即寄上报价单。同时，在第一批生意做成之前，请将你们银行的行名告诉我们。 谨上 样信 2 Dear Sirs, We are exporters of long-standing and high reputation 1, trading in 2 all kinds of Chinese goods, especially electronic products. We desire 3 to expand the business with you, and would be most grateful if you could provide us with a list of reliable 4 business firms in your area which might be interested in our products. We are confident that with our experience in the line for more than 15 years, we can give our customers complete

satisfaction. As to our financial 5 position, we can refer you to the Bank of China and the Chamber of Commerce 6 in Shanghai. Your assistance will be greatly appreciated, and we look forward to your early reply. Yours faithfully 【参考译文】 敬启者： 我公司是信誉卓著的出口商，长期经营各种各样的中国产品，尤其是电子产品。 我们希望与你方扩展业务关系。如果你方能够提供贵公司所在地区对我方产品有兴趣的可靠的客户名录，我方将不胜感激。我们拥有超过 15 年经营该类产品的经验，我们有信心满足顾客的要求。 有关我们的资信状况，请向中国银行和上海商会查询。 如果你方能尽早回复，我们将不胜感激。 谨上 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