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1、通知用语 本厂已迁移到上述地址，特此通知。 I inform you that I have now removed my factory to the above address. 我方已在本市开设贸易与总代理店，特此通知。同时，恳请订购。 Having established ourselves in this city， as merchants and general agents， we take the liberty of acquainting you of it， and solicit the preference of your order. 本公司于5月1日将改为股份有限公司，特此奉告。 We are pleased to inform you that our business will be turned into a limited company on the 1st May. 本公司股东年会，将于3月1日在银行家俱乐部召开，特此函告。 Notice is hereby given that the annual general meeting of the shareholders of our company will be held at the Bankers Club on Mar. 1. 今天我们已付给R.S.先生120美元，特此告知。 By this we inform you that we have today paid Mr. R.S. \$120. 通过这些渠道，他们会发来甚多订单，特此函告。 Through these lines， we intimate you that they may send you considerable orders. 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