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1、本公司断定我们所提供的货色优良,价格公道,感谢贵公司给我们一个机会,使我们的要求得以实现。 We are certain that we are offering a sound article at popular price, and we should appreciate an opportunity to substantiate our claims. 2、贵公司5月6日函悉,本公司无法承购贵公司开价的商品。此复。 In answer to your favour of the 6th May, we inform you that we are unable to take the goods offered by you. 3、关于贵公司所询麦麸一事,现可提供该货20吨。 In answer to your inquiry for bran, we offer you 20 tons of the same. 4、贵函收悉,此地商场仍保持平静。 Answering to your letter, we state that the market remains quiet. 5、至今未复5月8日贵函,甚感歉疚,还望原谅。 Kindly excuse our not replying to your favour of the 8th May until today. 6、本月8日贵函敬悉。先生是位诚实可靠的人,特此告知。 In response to your letter of the 8th inst., I am pleased to say that Mr. ? is a man of trustworthy character. 7、关于所询H.先生的情况,谨此高兴地告知,他是一位足以信赖的人。 In response to your inquiry respecting Mr. H., we have pleasure in stating that he is a thoroughly reliable man. 8、关于S.公司的情况,我们特此欣然函复。 We are glad to answer your inquiry concerning S. & Company. 9、关于J.先生的情况,谨此高兴地告知,我们认为他是绝对可以信赖的人。 Answering to your inquiry respecting Mr. J., we are pleased to say that we found him absolutely reliable. 10、17日贵函关于结帐一事,谨此告知,我们

将很快寄去支票。 Replying to your letter of the 17th respecting the account, I will send you a cheque shortly. 11、 谨复贵公司本月10日函询.我们不能提供贵公司特定的那种餐盘的报价。 Replying to your inquiry of the 10th inst., we are unable to offer you plates of the size you specify. 12、 贵函收悉,我们已将样品提交本公司的买方,特此奉告。 In reply to your letter, we are pleased to inform you that we have shown the sample to our buyer. 13、 你方6月12日的来函收悉,兹寄去面额为150美元的支票一张,谨此奉复。 In reply to yours of 12th June, I send herewith a cheque, valuing \$150. 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