

外贸商务英语第一篇:商务英语函电常用基础资料 PDF转换可能丢失图片或格式, 建议阅读原文

https://www.100test.com/kao_ti2020/243/2021_2022__E5_A4_96_E8_B4_B8_E5_95_86_E5_c29_243395.htm 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. 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) 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 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) 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, --- 10) Confirming our last of the 10th June, --- 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