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「请国外工会介绍客户」 We are desirous of extending our connections in your country. 我们拟拓展本公司在贵国的业务。

原文范例 Gentlemen : We are desirous of extending our connections in your country and shall be much obliged if you will give us a list of some reliable business houses in Los Angeles who are interested in the importation of Chinese books. We are an old and well-established exporter of all kinds of Chinese books, especially Chinese autobiography. Therefore, we are confident to give our customers the fullest satisfaction. Your courtesy will be appreciated, and we earnestly await your prompt reply.

翻译范例 敬启者：我们拟拓展本公司在贵国的业务，如果您能提供敕公司有关洛杉矶一些对进口中文书籍有兴趣、可靠的公司名单，敕公司将感激不尽。敕公司是一个具有多年经验、信誉良好、进口多种中文出版品（特别是中文自传）的企业，因此我们有信心能提供给我们的客户最完整的满意。对于您的协助我们将感激不尽，敕公司将静待您的立即回音。

Unit 2 「请国外的合作伙伴介绍客户」 We shall be obliged if you kindly introduce us to some of reliable importers. 贵公司如能将我方介绍给一些信誉良好的公司，我方将不胜感激。原文范例 Gentlemen: We thank you for your cooperation for our business for the past five years. Now we are desirous of enlarging our trade in staple commodities, but have had no good connections in Canada.

Therefore we shall be obliged if you could kindly introduce us to some of reliable importers in Canada who are interested in these lines of goods. We await your immediate reply. 翻译范例 敬启者：感谢贵公司过去五年来与我方的商务合作。目前敝公司亟欲扩大我方主要商品的业务范围，但是我方目前在加拿大并无良好关系。因此若贵公司能将敝公司介绍给一些在加拿大对我方业务有兴趣、信誉良好的公司，我方将不胜感激。我们期待您的立即回复。 Unit 3 「公司自我介绍」 We have the pleasure of introducing ourselves to you as one of the most reputable rain wears exporters. 我们有这个荣幸向您介绍，敝公司是一家信誉优良的雨具出口商。 原文范例 Dear Sirs, We have the pleasure of introducing ourselves to you as one of the most reputable rain wears exporters in Taiwan, who has been engaged in this line of business since 1985. particularly we have been having a good sale of umbrellas and are desirous of expanding our market to your country. We would appreciate it if you could kindly introduce us to the relative importers by announcing in your publication as follows: “ An Export Company of rain wears in Taiwan is now making a business proposal for umbrellas which is said to have built a high reputation at home and abroad. Contact them by sending your e-mail to umbrella@yahoo.com.tw ” We solicit your close cooperation with us in this matter. 翻译范例 敬启者：我们有这个荣幸向您介绍，敝公司是台湾最具信赖度的雨具出口商之一，我们自从一九八五年即开始从事这个（雨具）行业；特别是我们的雨伞很畅销，而我们想要在贵国扩展敝公司的经营市场。如果您能在您的出版品上刊登以下的说明，将敝公

司介绍给相关的进口商，敝公司将感激不尽：「据说一家在台湾生产雨具信誉极佳的出口商，拟计划发展雨伞相关的业务，若欲和其联络，请发电子邮件至以下信箱Gumbrella@yahoo.com.tw」我们恳求您对于此一事件能给予协助。 Unit 4 「业务的介绍」 We take this opportunity to place our name before you as being a buying, shipping agent. 我们希望藉由这个机会向您介绍敝公司有关采购船务的业务代理。原文范例 Gentlemen: In a recent issue of the “ American Trade ” from TIME magazine, we saw your name listed as being interested in making certain purchases in Taiwan. We take this opportunity to place our name before you as being a buying, shipping and forward agent. We have been engaged in this business for the past 20 years. We, therefore, feel that because of our past years experience, we are well qualified to take care of your interest. We look forward to receiving your reply in acknowledgement of this letter. 翻译范例 敬启者：在「时代杂志」最新一篇「美国商业」的报导中，我们看见贵公司名列在「有意在台湾采购商品」的名单中。我们希望藉由这个机会向您介绍敝公司有关采购、船务及转运的代理业务。敝公司从事这个业务已经有廿年的经验，由于我们过去的经验，因此我们是具有极佳的胜任能力来照顾您的权益。我们期望能收到您有关于此事的回复。

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