

## 商务公文写作范例--迁址 PDF转换可能丢失图片或格式，建议阅读原文

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Removal 1. We inform you that we shall on the first February remove to a more convenient office at 7 5th Ave., New York. 2. I inform you that I have this day removed to 10, Itchome, Yurakucho, where all communications should in future be addressed. 3. I inform you that I have removed to more convenient premises, situated at the above address. 4. Please take note that we have recently removed to the above address. 5. Notice is hereby given that we have removed to the address above mentioned. 6. Notice of Change of Address: Kindly change my office address on your records from the Chiyoda Building to The Mitsuya Building, No. 3, Honcho, Nihonbashi, chuo-ku, Tokyo. 7. Change of Address: On and after the 6th January, 19-- the office of Messrs. Mackinnon, Mackenzie & Co., Ltd., at 8, Nichome, Marunouchi, tokyo will be closed and all communications addressed to this firm in future should be made to No.1 - C, Yamashitacho, Yokohama. 8. Taking this opportunity afforded by the issue of the first price-list, I inform you of my removal to the present address almost in the business centre of Osaka. 9. I inform you that I have now removed my office to the above address, the old premises having proved inadequate to cope with the ever-increasing demand made upon me by my numerous clients. 10. As my new factory is situated in close proximity to the Railway Goods Station, I can despatch goods more promptly and

accurately, as well as in best possible style. 11. I inform you that in consequence of the increase of my business. I have been obliged to occupy larger premises, and that I have moved my office to 1, Nichome, Marunouchi, Tokyo. 12. On and after February 1, my address will be: 38-39, Marunouchi Building, Tokyo. at which address I shall be pleased to give your orders my best attention. 13. For any delay which unavoidably occurred during the last few weeks, by reason of the removal and alterations, I express my sincere regret. 14. I take the liberty of informing you that I have returned to P., and I send you my present address, as above. 15. We inform you that we have decided to discontinue our B. Street Warehouse, and respectfully ask you to address all communications, on and after this date, to... 16. We inform you that we shall on the 30th May remove to more convenient offices at... 17. I inform you that I have this day removed to..., where all communications should in future be addressed. 18. We inform you that we have removed from N. Street to more convenient and commodious premises, situated at the above address. 19. Owing to the expiration of our lease and the acquisition of the site by the L.C.C. for street widening purposes, we have removed to the above address, immediately in the rear of our late premises. 20. We inform you that we have removed the offices of this company from 10S. St. to more central premises at the above address, to which all communications should in future be addressed.

1、兹定于2月1日迁到更方便的纽约市第五街7号新址办公，特此通告。 2、我已经迁到永乐街1丁目10番地，今后联络，请用新址，特此通知。 3、我司已迁到上述更方便的地址，

特此告知。 4、 我司最近已迁到上述地址，特此通知。 5、 我司已迁到上述地址，特此通知。 6、 迁址通告：敬请贵公司从客户档案中将本公司的地址由千代田大楼改为：东京都中央区日本桥本町三矢大楼三号。 7、 行址变更：从19--年1月6日起，我MM公司在东京都丸之内2丁目8番地的办公室将予关闭，此后该公司的信件，请寄横滨市山下町丙1号。 8、 皆发行首次价目表之际，警告贵司我司已迁到大阪市的商业中心，地址如上。 9、 承蒙顾客关照，订单增多，我公司原办公室狭小，远不适用，故迁到上述地址，特此通告。 10、 我公司新工厂与铁路货站相邻，今后发货，一定比过去迅速。 11、 我公司业务扩大，原办公室已不适用，故迁至东京都丸之内2丁目1番地，请知照。 12、 自2月1日起，我公司地址将迁至：东京都丸之内大楼38-39号。如蒙订购，必将获得我司最佳服务。 13、 由于我公司迁址以及变更登记，在前周内，我司发货延迟，实属难免。对此深感抱歉，请予谅解。 14、 我已回到P处，现住上述地址，特此通知。 15、 我司已经决定停止在B街的仓库业务。自即日起来信请寄到.....，特此函告。 16、 5月30日以后，我公司将迁到更方便的.....办公室，特此通知。 17、 自即日起，已经迁到.....，今后来信，请寄该址。特此告知。 18、 我司已从N街迁到上述地址，更方便更宽大的办公室办公，特此通知。 19、 由于我司的租期届满，又因马路要拓宽，LCC取得了该地所有权，我司只好立即迁到原址稍后的地点办公。 20、 我司已从第10S大街迁至上述地址的中央大厅营业。今后的信件请寄该址。特此敬告。

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