

商务公文写作范例--付予代理权 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/278/2021\\_2022\\_\\_E5\\_95\\_86\\_E5\\_8A\\_A1\\_E5\\_85\\_AC\\_E6\\_c85\\_278431.htm](https://www.100test.com/kao_ti2020/278/2021_2022__E5_95_86_E5_8A_A1_E5_85_AC_E6_c85_278431.htm) 付予代理权

Procuration Granted 1. We inform you that Mr. Yoshii, who has held our procuration for the last fifteen years, will in future sign for the firm. 2. We have to intimate to you that we have authorized Mr. Masuda, who has been with us for many years, to sign for our firm per procuration. 3. I have granted power of procuration to my chief clerk, Mr. Y. Yada, whose signature is appended below. 4. I refer you to my signature at foot, also to that of Mr. Gomi, who will sign per procuration. 5. You will find the signature of Mr. Yokota at the foot hereof. 6. Please give attention to our respective signatures at foot. 7. We ask your attention to the signature at foot. 8. We call your attention to our signatures at foot. 9. We refer you to his signature at foot. 10. We have the pleasure to inform you that we have given the firms procuration to Mr. A., the son of our partner. 11. We herewith inform you that we have authorized Mr. J. T., who has been with us for many years, to sign for our firm per procuration. 12. We have to intimate that Mr. J. F., who has had charge of our cereals department for some considerable time will in future sign for the firm. 13. I have the pleasure to inform you that he has been authorized to sign for the firm by procuration. 14. Mr. F., who has been with us for the last twenty years, is granted power of procuration, and we shall feel obliged if, instead of sending your kind inquiries and orders direct to our London works, you will, in future, place them with him. 15. We

have the honour to inform you that we have this day accorded Power of Procuracy to Mr. R.G., who has faithfully assisted us for the last two years. 16. We request you to regard all that he may do in our name as done by ourselves. 17. As the state of my health prevents me at present from giving personal attention to business, I have given my procuracy to Mr. C.R., who assisted me for the last fifteen years to my perfect satisfaction. 18. At the same time we entrust our procuracy to our head clerk, Mr.G.C., whose capacity we can too highly praise, and whose sincere interest in our house has already cemented between us a warm and mutual friendship. 19. The exigencies of my business necessitating my frequent absence abroad, I have accorded power of procuracy to Mr. H. Kondo, who has ably assisted me for the last twenty years, and has been connected with this firm from the date of its establishment. 20. We trust to be favoured with your valued confidence in the future, and we ask to draw your attention to the signature here below.

- 1、 兹通知，过去15年中任我公司代理的吉井先生今后将为本公司业务担任签名责任。
- 2、 谨此告知，我公司授权在此服务多年的益田先生以代理签名事宜。
- 3、 兹授予矢田次郎先生代理我公司签名权，其签名如下。
- 4、 我的签名如下，同时寄上将行使签名权的无味先生的签名，请惠察。
- 5、 横田先生签名如下。
- 6、 请注意下列我们的分别签名。
- 7、 惠请留意下列签名。
- 8、 请注意我们下列签名。
- 9、 我们请您留意其签名如下。
- 10、 我公司已将代理签名权赋予合伙人A先生之子，谨此告知。
- 11、 谨此奉告，在我公司服务多年的JT先生，将行使我公司代理签名权。
- 12、 长期担任我公司粮食部主任的JF先生今

后将行使代表我公司签名的权力。 13、他已被授予代理签名权，谨此告知。 14、我们已赋予在敝公司服务20年的F先生以代理权，此后如订购与询价，不必直接寄往伦敦公司，径交他处理即可，谨此通知。 15、近两年来一直忠实服务于我公司的RG先生，自本日起由本公司授予签名权，谨此告知。 16、谨请注意，今后凡他以我公司名义所作的一切决定即可视为本公司的决定。 17、由于目前本人身体欠佳，已不能担当业务，特授权曾协助本人工作长达15年之久的得力助手RC先生代本人签名。 18、同时，我们已授予首席职员GC先生有权代理签名，该员对公司热心，论能力无可挑剔，我们早已建立了深厚的友谊。 19、本人因公常到海外出差，为应业务急需，特授权近藤春雄先生为代理。该员自公司成立二十年来，一直在协助本人工作。 20、深信今后您将继续给予有力支持，请注意下面的签名。 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](http://www.100test.com)