

外贸业务外语：英语商业书信常用结束语(2) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/292/2021_2022__E5_A4_96_E8_B4_B8_E4_B8_9A_E5_c67_292206.htm (6) 我们时刻不忘

尽我们所能，为您服务…… 1. We assure you of our best services at all times. 2. We shall spare no efforts in endeavouring to be of services to you. 3. We shall be pleased to be of service to you at all times. (7) 请原谅给您添了麻烦……

1. We hope you will pardon us for troubling you. 2. We regret the trouble we are causing you. 3. I regret the trouble it caused you. 4. We trust you will excuse us for this inconvenience. 5. We wish to crave your kind forbearance for this trouble. 6. We solicit your forbearance for such an annoyance. 7. We trust you will overlook this botheration, which we exceedingly regret. 8. Kindly excuse me for troubling you in this matter. (8) 请宽恕某某事项……

1. Please excuse this clerical error. 2. We tender you our apology for the inconvenience this error may have caused you. 3. We request you to accept our regret for the error of our clerk. 4. We greatly regret that we have caused you such a inconvenience. 5. We wish to express our regret for the annoyance this mistake has caused you. 6. We frankly admit we were at fault and we are anxious to repair the consequences. (9) 请多加关照……

1. We solicit a continuance of your valued favour. 2. We solicit a continuance of your confidence and support. 3. We hope we may receive your further favour. 4. We hope to receive a continuance of your kind patronage. 5. We request you to favour us with a continuance of your kind support. 6. We solicit a continuance of

your kind patronage. (10) 如有机会 , 我们必会报答您..... 1. It would give us a great pleasure to render you a similar service should an opportunity occur. 2. We wish to reciprocate the goodwill. 3. We shall on a similar occasion be pleased to reciprocate. 4. We hope to be able to reciprocate your good offices on a similar occasion. 5. We are always ready to render you such or similar services. 6. We shall at all times be willing to reciprocate such or similar favour. 7. We shall be happy to have an opportunity of reciprocating to you on a similar occasion. (11) 今天我已经讲完应报告事项..... 1. With nothing further to add today. 2. With nothing more for today. 3. Without anything further for the present. 4. With nothing further for the present. 5. Without anything more to communicate for today. 6. Without more to write you by this mail. 7. Without further to advise you today. 8. We have no more (nothing further) to tell (inform) you today. 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