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[https://www.100test.com/kao\\_ti2020/34/2021\\_2022\\_\\_E5\\_87\\_BA\\_E5\\_8F\\_A3\\_E5\\_A5\\_97\\_E7\\_c28\\_34223.htm](https://www.100test.com/kao_ti2020/34/2021_2022__E5_87_BA_E5_8F_A3_E5_A5_97_E7_c28_34223.htm) 1 . Opening Sentences 启头句: 1) We have (take) pleasure in informing you that.....兹欣告你方.....2) We have the pleasure of informing you that.....兹欣告你方.....3) We are pleased (glad) to inform you that.....兹欣告你方.....4) Further to our letter of yesterday, we now have (the) pleasure in informing you that.....续谈我方昨日函, 现告你方.....5) We confirm telegrams/fax messages recently exchanged between us and are pleased to say that.....我方确认近来双方往来电报/传真, 并欣告.....6) We confirm cables exchanged as per copies (cable confirmation) herewith attached. 我方确认往来电报, 参见所附文本. 7) We learn from Messrs.....that you are interested and well experienced in .....business, and would like to establish business relationship with us. 我方从...公司获悉, 你方对...业务感兴趣且颇有经验, 意欲与我方建立业务关系. 8) Although no communication has been exchanged between us for a long time, we trust that you are doing well in business. 虽然久未通讯, 谅你方生意兴隆. 9) Although we have not heard from you for quite some time, we hope your business is progressing satisfactorily. 虽然好久没接到你方来信, 谅业务进展顺利. 10) We have pleasure in sending you our catalog, which gives full information about our various products. 欣寄我方目录, 提供我方各类产品的详细情况. 11) We are pleased to send you by parcel post a package containing...很高兴寄你一邮包内装...12) We have the pleasure in acknowledging the

receipt of your letter dated...欣获你方...月...日来信.13) We  
acknowledge with thanks the receipt of your letter of...谢谢你方...  
月...日来信.14) We have duly received your letter of ...刚刚收悉你  
方...月...日来信.15) We thank you for your letter of ...contents of  
which have been noted.谢谢你方...月...日来信,内容已悉.16)  
Referring to your letter of .....we are pleased to ....关于你方...月...日  
来信,我们很高兴...17) Reverting to your letter of ...we wish to say  
that...再洽你方...月...日来信,令通知...18) In reply to your letter of  
...,we...兹复你方...月...日来函,我方...19) We wish to refer to your  
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