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通知。 I inform you that I have now removed my factory to the above address. 我方已在本市开设贸易与总代理店, 特此通知。同时, 恳请订购。 Having established ourselves in this city, as merchants and general agents, we take the liberty of acquainting you of it, and solicit the preference of your order. 本公司于5月1日将改为股份有限公司, 特此奉告。 We are pleased to inform you that our business will be turned into a limited company on the 1st May. 本公司股东年会, 将于3月1日在银行家俱乐部召开, 特此函告。 Notice is hereby given that the annual general meeting of the shareholders of our company will be held at the Bankers Club on Mar. 1. 今天我们已付给R.S.先生120美元, 特此告知。 By this we inform you that we have today paid Mr. R.S. \$120. 通过这些渠道, 他们会发来甚多订单, 特此函告。 Through these lines, we intimate you that they may send you considerable orders. 回信本公司断定我们所提供的货色优良, 价格公道, 感谢贵公司给我们一个机会, 使我们的要求得以实现。 We are certain that we are offering a sound article at popular price, and we should appreciate an opportunity to substantiate our claims. 贵公司5月6日函悉, 本公司无法承购贵公司开价的商品。 此复。 In answer to your favour of the 6th May, we inform you that we are unable to take the goods offered by you. 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)