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谨复贵公司本月10日函询。我们不能提供贵公司特定的那种餐盘的报价。Replying to your inquiry of the 10th inst., we are unable to offer you plates of the size you specify. 贵函收悉，我们已将样品提交本公司的买方，特此奉告。In reply to your letter, we are pleased to inform you that we have shown the sample to our buyer. 你方6月12日的来函收悉，兹寄去面额为150美元的支票一张，谨此奉复。In reply to yours of 12th June, I send herewith a cheque, valuing \$150. 收讫您昨日来信已收悉，谨于此按您所约定的条件。接受此项任务。I acknowledge receipt of your letter of yesterday, and gratefully accept the appointment on the terms you mention. 6月1日贵函敬悉。We are pleased to acknowledge receipt of your favour of the 1st June. 本月5日来函敬悉。We acknowledge receipt of your letter of the 5th inst. 本商品将于12月最后一班轮船付运，货到时请惠于告知。Kindly acknowledge receipt, and have the goods sent by the last steamer in December. 我们如期收到您5月15日的信，信中所谈事宜尽悉。谢谢。We duly received your favour of the 15th May, contents of which we note with thanks. 6月6日来函收悉，我们无法交运该货，甚感遗憾。We are in possession of your favour of the 6th June, and regret having to inform you that it is impossible for us to deliver the goods. 7月15日寄来的货物发票收悉。We are in possession of your invoice of the 15th July. 7月7日的贵函收悉，感谢您订购下列货物：... Your favour of the 7th July is at hand, and

thank you for your order for: ...7月10日来函敬悉。 Your favour of the 10th July came duly to hand.您昨天的信和所附来的100美元的支票均已收悉。 Your favour of yesterday covering a cheque of \$100 is duly to hand.昨天贵函已收悉。 Your favour of yesterday is duly received. 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