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https://www.100test.com/kao_ti2020/448/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_448853.htm Opening Sentences 启

头句1) We have (take) pleasure in informing you that..... 兹欣告你

方..... 我翻我译3~/X%Sj(?M.K2) 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... 我翻我译"J#v Pm/T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. 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