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，建议阅读原文

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Notes1. We would be obliged if you would?obliged感激”这是商业信函中的客套话，在请求对方做某事时，常用这个句型。另外，表示“感激”的句型还有：a. We would be thankful (grateful) if you would?b. We would appreciate if you would?c. It would be appreciated if you would?2. C.I.F. 是 Cost Insurance Freight 的缩写，其意思是“成本、保险费加运费”。3. have confidence in 对.....有信心4. hear from 收到.....的来信5. place an order 订货6. make a delivery 交货

A Specimen Letter
Dear Sirs: Thank you for your letter of 25th September. As one of the largest dealers of garments, we are interested in ladies' dresses of all descriptions. We would be grateful if you would give us quotations per dozen of C.I.F. Vancouver for those items as listed on the separate sheet. In the meantime, we would like you to send us samples of the various materials of which the dresses are made. We are given to understand that you are a state-owned enterprise and we have confidence in the quality of Chinese products. If your prices are moderate, we believe there is a promising market for the above-mentioned articles in our area. We look forward to hearing from you soon. Yours faithfully, Canadian Garment Co. Ltd.

释文先生:谢谢你们九月二十五日的来信。我们是服装大贸易商，我们想购买各种规格的连衣裙。若能按附页所示品种报每打C.I.F.温哥华价，我们当不胜感激。同时请将各种连衣裙的布样寄给我们。我们得知你们是一家国营

企业，我们对中国产品的质量很有信心。如你方价格适中，我们相信上述商品在我们地区会有很好的市场。盼早复。加拿大服装有限公司 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