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https://www.100test.com/kao_ti2020/468/2021_2022__E5_A4_96_E8_B4_B8_E5_A4_96_E8_c67_468663.htm

尊敬的先生/女士 Dear Sirs

尊敬的 先生 Dear Mr. XX

很高兴收到你们的来信 Glad to receive your letter.

能收到您的传真我们深表荣幸，感谢您！

我们很乐意同您进行合作 We are happy to cooperate with you.

很长时间没与你联系，请原谅！
Sorry for not getting in touch with you for so long.

详细资料
请看附件! Please see enclosure for details.

我们会在最短的时间内与您联络 We will contact you in the nearest future.

请尽快回复 Please reply the soonest possible!

期待着您的复音 We look forward to your earliest reply

等您的回信！ Waiting for your reply.

祝工作顺利，生活幸福！ We wish
you successful business and happy life!

此致！（此致敬礼） Yours sincerely,

如蒙早

日复函，不胜感激 We will appreciate your prompt reply.

若贵方需要什么帮助

，我们愿意效劳 Feel free to contact us in case you need any help.

H

我们希望不久将收到贵

答复 We hope to obtain your reply in the nearest future.

如能讯速受理我

们的订货，我们将感激不尽 We will appreciate if you could
consider our order the soonest possible.

..... 预致谢意 Thanks in advance.

. 请尽快将余下的货款汇给我 Please remit the rest of the
payment to us asap.

. 贵公司的来函收悉。 Well received your letter.

. 请保持联络! Please stay in touch.

. 请速复! (盼
复!) Please reply asap. (Waiting for your reply.)

... 针对您的来函..... In response to
you letter...

过几天我再会给予回复！

will be able to give you a reply in several days.

... 再提一下这件事宜.....

One again touching upon this matter...

. 烦请联络!

Fell free to contact me. . 3

! 定货单3项没数量，请给予

说明 Pos. 3 of order list does not have the quantity, please clear this out.

. 定价单带在附件上，请查

收一下。 Please check the attached quotation.

. 我希望能得到您的意思

。 I hope to obtain your opinion.

! 请代我向贵公司总经理问候！ Please send my best regards to your GM!

. 如果您同意这样的修改，请回函告知。 If you agree with these corrections, please let us know.

. 如有消息，我们会提前通知你们。 We will inform you in case we have any news.

! 多谢合作！ Thank you for cooperation!

!你

如果有时间，能不能将我们的合同文本发一份给我！拜托了
! If you have time, could you please forward a copy of the contract to us? Thank you a lot beforehand.

. 报价内容请速安排，有任何问题，请及时联系。
。 Please fill in the prices asap and contact me in case you have any questions. 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