

商务英语-外贸函电范例一般商业书信 PDF转换可能丢失图片或格式，建议阅读原文

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1.通知 本厂已迁移到上述地址,特此通知。 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.2.回信 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. 关于贵公司所询麦麸一事,现可提供该货20吨。 In answer to your inquiry for bran, we

offer you 20 tons of the same. 贵函收悉, 此地商场仍保持平静。
Answering to your letter, we state that the market remains quiet. 至
今未复5月8日贵函, 甚感歉疚, 还望原谅。 Kindly excuse our not
replying to your favour of the 8th May until today. 本月8日贵函敬
悉。 ??先生是位诚实可靠的人, 特此告知。 In response to your
letter of the 8th inst., I am pleased to say that Mr. ?? is a man of
trustworthy character. 关于所询H.先生的情况, 谨此高兴地告知,
他是一位足以信赖的人。 In response to your inquiry respecting
Mr. H., we have pleasure in stating that he is a thoroughly reliable
man. 关于S.公司的情况, 我们特此欣然函复。 We are glad to
answer your inquiry concerning S. It.BRIt.BRamp. Co., of this cith.
敝人欣闻您已接受我的报价。 I am glad that you have accepted
my offer. 如蒙告知所需印刷费用, 则不胜欣慰。 I shall be glad if
you will kindly give me a price for printing. 兹答复所询有关S.公司的
情况。 We are glad to answer your inquiry concerning S. amp.
Co., 40 bales of cotton.9. 期满到期 我们如期收到您7月30日的来
信。 I received in due course your letter of the 30th July. 该轮将于5
月5日晨, 如期到达横滨港。 The steamer will due in Yokohama
on the morning of the 5th May. 这张票据将于9月1日到期。 The
bill falls due on September 1. 甚至到本月中旬, 折扣率也未下降到
日率二分以下。 The discount rates have failed to come down below
2 sen per diem, even in the middle of the month. 我们如期收到您6
月10日的贵函。 We have duly received your valued favour of the
10th June.10. 每个、依照 由代理 per pro.||by proxy 每年 per
annum||yearly 每月 per mensem||monthly 每天 per diem||daily 每
人 per man||per capital 每一个||每一件 per piece 每磅per lb. 每一

包 per b. 每一吨 per ton 每一码 per yard 每一瓶 per bottle 百分之?? per cent||per cent.||percent||?? % 经本公司代表与你方的面谈结果, 本公司愿承担为贵公司的船运代理人。 In reference to the interview our representative had with you, we offer to your goodselves our services as shipping-agents. 随信寄上帐单一张, 如能尽快将款汇下, 则不胜感激。 We enclose you a statement of account, for which your remittance at your earliest convenience will oblige. 我们收到您5月19日来信, 我们已于今日发电确认, 请参阅所附该电抄件。 We have received your favour of 19th May, and confirm our todays telegram as per the copy enclosed. 对于装载贵轮船的货物, 已办妥保险。 We have completed the insurance on the cargo per your steamer.11. 抱歉遗憾 此时, 我只能请您接受我的歉意。 Meanwhile, I can only ask you to accept my apologies. 请您宽恕我们的这一错误。 We apologize you for the mistake. 麻烦不少, 请您宽恕。 We apologize you for troubling you. 从你们5月10日信中得知, 你方客户仍对该条件不表满意, 甚为遗憾。 We are sorry to learn from your letter of the 10th May that your customer is still dissatisfied with the condition. 在时机尚未成熟以前, 我们就冒昧地写信谈及此事, 对此甚表遗憾。 We are sorry that we have taken the liverty in writing you prematurely on the subject. 我们遗憾地告诉您, 其中两箱, 质量极为差劣。 I am regretted to have to inform you that two cases of them are so bad in quality. 我们遗憾地告诉您, 本公司在R.C.15的房产, 因昨日下午失火, 已部分烧毁。 We regret to inform you that our premises at 15 R.C. were partly destroyed by fire yesterday afternoon 听说P.R.公司已破产, 甚为遗憾。 I learnt with regret of the failure of

messrs P.R. & Co. 表示抱歉 To take the liberty of doing something||To take the liberty to do something 甚感遗憾, 请多包涵。 To regret||To be sorry||To be chagrined||To be mortified||To be vexed 对此事给您带来的不便, 请接受我们的歉意。 Please accept our apologies for the inconvenience this matter has given you.12. 荣幸 今天, 我们感到很荣幸能和 M. 威尔森教授欢聚一堂。 Today, we feel very much honoured to have Prof. M. Wilson with us. 特别使我们感到荣幸的是能有机会遇到你们各位知名人士。 We feel specially honoured to be given this opportunity to meet such a nice group of distinguished people like you. 对于..甚感荣幸To have the honour of doing||To have the honour to do13. 感谢 承告知该若干套不合格产品, 我方愿妥善处理不误。 We appreciate your telling us about the defective sets, and are glad to make things right.在感谢您过去惠予支持的同时, 希望对我新公司也继续给予信赖。 While thanking you for your valued support, I wish to ask for a continuance of your confidence in the new company. 藉此机会, 让我们对凡在业务发展方面给予有力支持的朋友、客户表示感谢。 We take this opportunity to thank our patrons and friends for the liberal support extended to us during our business career. 藉此机会, 让我们对您过去珍贵的支持表示感谢, 对您今后的订单, 我们将保证继续格外关照。 We take this opportunity of thanking you for your past valued support, and of assuring you that your orders will continue to receive our best personal attention. 我们满怀信心的向您保证, 您所给予我们任何的业务, 我们都会以完全使您满意的方式去执行。 We can confidently assert that any business with which you may favour us

will be transacted in such a manner as will afford you the fullest satisfaction. 谢谢您的查询或询价。 We thank you for your inquiry. 承蒙您的好意, 甚为感谢。 thank you very much for your courtesy. 谢谢您的订货或订单。 Thank you for your order. 14. 提供服务 我们随时乐意为您服务。 We are always pleased to serve you at any time. 如有机会为您服务, 我们将非常感谢。 We thank you for the opportunity to be of service to you. 同时, 请牢记我们最诚挚的心愿和为您服务的热望。 In the meantime, please be assured of our most cordial good wishes and of our desire to be of service. 请相信, 我们将非常感谢您能为我们 提供服务机会。 We wish to assure you that we appreciate an opportunity afforded us for service. 我们渴望为您服务。 We are anxious to be able to serve you. 15. 希望愿望 我们盼望着您的好消息。 We hope to hear from you favourably. 您在商场上如有需求, 即盼来函询价。 I hope to receive your inquiries when in the market. 我们希望能收到您的订单。 We hope to be favoured with your order. 我期待着您的好消息。 I hope to hear favourably from you. 我们希望这一行动能得到您的同意。 We hope this action will meet with your approval. 我们希望您能很快对此事做出决定。 We hope that you will give this matter prompt attention. 16. 留意签名 惠请留意我们每个人在下面的签名。 We would ask you kindly to note our respective signatures given below. 下面是他的签名传真件, 请惠予留意, 该签名效果与我的相同。 Below you will find a facsimile of his signature, which I ask you to regard as my own. 惠请留意我的签名。 Have the kindness to take note of my signature ... 请留意附在下面的签名。 I request your attention to his signature, appended

below.17. 诚请回信 回信 by return||by return of post||by return of mail 为供您回信方便, 随信附去免贴邮票的信封一个。 A return envelope that requires no postage is enclosed for your convenience in replying. 请开20美元的支票一张, 放在所附信封里, 立即寄给我们。 Make out your check for \$20, put it in the enclosed envelope, and start it on its way to us--now. 为了使您从我们这里取得更进一步信息, 随信附去明信片一张备用。 A postcard is enclosed for your convenience in requesting further information. 届时, 用明信片告知我们, 本公司乐意奉告, 当然不会增加任何麻烦。 Then send back the postcard and well gladly tell you--without a bit of obligation, of course. 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