

业务外语辅导：收单撤消或变更订单商务师考试 PDF转换可能丢失图片或格式，建议阅读原文

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一、收单与确认

- 1、本月10日来函收悉，感谢贵方对...的订货。 We received your letter of the 10th inst., and thank you for your order for ...
- 2、贵公司5月10日来函及五部印刷机器的定单均已收到，在此表示感谢。 We are in receipt of your favour of the 10th May, with your order for five printing machines, which I herewith acknowledge with best thanks.
- 3、贵公司6月10日电报关于高级砂糖100英担定单已收到，并予以确认。 We confirm herewith your telegraphic order of the 10th June, for 100 cwt. of the best sugar.
- 4、贵公司7月10日函收悉，对此次订货，我公司表示感谢。 We acknowledge receipt of your favour of the 10th July, and thank you for the order you have given us.

二、撤消或变更订单

- 1、非常抱歉，兹因购货人已向我司撤消订单，迫使我司只好向贵公司取消这一次订货。 To my deep regret, the buyer of these goods has just cancelled the order, a fact which compels me to cancel my order with you.
- 2、很抱歉由于我司在今后一段时间内，所有货物品已完全够用，因此，不得不取消此次订货，敬请谅解。 Our requirements are now fully covered for some time to come, and we therefore greatly regret that we have to cancel our order with you.
- 3、非常遗憾地通知贵公司，因为购货人对贵公司价格500元不予确认，因此要求您取消此订单。 We are sorry to report that our buyer does not confirm this order at your price \$500. we must, therefore, ask you to cancel same.
- 4、非常遗憾，我公司不得不

通知，在此同一时期内，需要取消数种订单。 I regret that I have to notify you of so many orders being ceancelled at the same time. "#F8F8F8" 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