

办公英语系列外贸英语书信秘书资格考试 PDF转换可能丢失  
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[https://www.100test.com/kao\\_ti2020/517/2021\\_2022\\_\\_E5\\_8A\\_9E\\_E5\\_85\\_AC\\_E8\\_8B\\_B1\\_E8\\_c39\\_517082.htm](https://www.100test.com/kao_ti2020/517/2021_2022__E5_8A_9E_E5_85_AC_E8_8B_B1_E8_c39_517082.htm) 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  
. www.100test.com 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 . & amp.  
Company. 关于J.先生的情况，谨此高兴地告知，我们认为他  
是绝对可以信赖的人。 Answering to your inquiry respecting Mr  
. J., we are pleased to say that we found him absolutely reliable . 17  
日贵函关于结帐一事，谨此告知，我们将很快寄去支票  
。 Replying to your letter of the 17th respecting the account, I will  
send you a cheque shortly . 3 . 收讫 您昨日来信已收悉，谨于  
此按您所约定的条件。接受此项任务。 I acknowledge receipt of  
your letter of yesterday, and gratefully accept the appointment on the  
terms you mention . 6月1日贵函敬悉。 We are pleased to  
acknowledge receipt of your favour of the 1st June . 本月5日来函  
敬悉。 We acknowledge receipt of your letter of the 5th inst. 本商品  
将于12月最后一班轮船付运，货到时请惠于告知。 Kindly  
acknowledge receipt, and have the goods sent by the last steamer in  
December . 我们如期收到您5月15日的信，信中所谈事宜尽悉

。 谢谢。 We duly received your favour of the 15th May, contents of which we note with thanks . 6月6日来函收悉 , 我们无法交运该货 , 甚感遗憾。 We are in possession of your favour of the 6th June, and regret having to inform you that it is impossible for us to deliver the goods . 7月15日寄来的货物发票收悉。 We are in possession of your invoice of the 15th July. 7月7日的贵函收悉 , 感谢您订购下列货物 : .. . Your favour of the 7th July is at hand, and thank you for your order for : .. . 7月10日来函敬悉。 Your favour of the 10th July came duly to hand . 您昨天的信和所附来的100美元的支票均已收悉。 Your favour of yesterday covering a cheque of \$100 is duly to hand. 昨天贵函已收悉。 Your favour of yesterday is duly received . 我们已收到您昨日写的信。 We have received your letter of yesterday . 我们如期收到您昨日发来的信。 We duly received your letter of yesterday . 我们于5月1日收到您4月3日的信。 We received on the 1st May your valued favour dated 3th April . 我们如期收到您5月27日函和附来的150美元的汇票。 We duly received your favour of the 27th May, with a draft for \$150 . 2月6日来函收悉。 We have received your letter dated 6th February . 您6月5日的来函收悉 , 多谢。 We have to own with thanks the receipt of your favour of 6th June . F8F8"

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