

口语套用语：高频起头句 Opening Sentences(3)商务英语考试
PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/560/2021_2022__E5_8F_A3_E8_AF_AD_E5_A5_97_E7_c85_560248.htm 41) We must apologize for the delay in replying to your letter of... 迟复贵方...月...日函,甚歉! 42) We thank you for your letter of ...and have much pleasure in replying to your various questions as follows: ... 感谢贵方...月...日的来信,很愉快答复各种问题如下: ... 43) In reply to your letter/inquiry of ... , we wish to inform you that... 兹复贵方...月...日函/询盘,我们愿意告诉贵方... 44) Further to our letter of ...we wish to inform you that... 续谈我方...月...日函,欣告... 45) We refer to our letter of ...in which we asked you... 参阅我方...月...日的信件,我们要求贵方... 46) On...we wrote to you that... ...月...日我们函告贵方... 47) Since writing to you on...we have ascertained that... ...月...日写信给贵方以来,我们已确定... 48) In your letter of... you expressed interest in our... 贵方在...月...日来函中表示对我方...有兴趣。 49) Some time ago you told us that... 不久前,贵方告知我方... 50) Since receipt of your letter of ...we have been trying to find out more about... 收到贵方...月...日信函后,我们一直设法得到更多关于... 51) It is a long time since we have heard you about... 收到你方关于...的信件后已过了很长的时间。 52) In reply to our inquiry we have been told by...that... 兹复我方询盘, ...已告我方... 53) We would point out that... 我方指出... 54) For your information we would add that... 我方要补充说明...供你参考。 55) As we informed you yesterday/by our letter dated... 正如我方昨日/...月...日信函所通知的... 56) According to

information received from... 根据从...得到消息, ... 57) We need hardly say that... 我们几乎不须说... 58) We hear on good authority that... 我们从可靠的官方消息得知... 59) As far as we know... 正如我方所知... 60) It appears that... 看来...把商务英语页面加入收藏夹 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