

口语套用语：高频起头句 Opening Sentences(2)商务英语考试
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https://www.100test.com/kao_ti2020/560/2021_2022__E5_8F_A3_E8_AF_AD_E5_A5_97_E7_c85_560252.htm 21)

In connection with the question of supplying you with ..., we are pleased to say that... 关于向你方供应...的问题,欣告你方... 22) Further to our letter of ... we are pleased to ... 续我方...月...日函,我们很高兴... 23)

We received your letter dated... and are sorry for not having replied earlier as we wished to wait for more favorable news to give you . We are now pleased to.... 你方...月...日来函收悉,考虑到给贵方更佳的信息,我方没能早日答复,甚歉。 现高兴地... 24)

We thank you for your letter of ... and glad to note that you have received our catalogs. 收到你方...月...日来信,非常感谢,欣悉你方已收到我方目录。 25) With reference to your letter of... addressed to our head office in Beijing which has been forwarded to us for attention and reply , we have pleasure in stating that... 你方...月...日写给我北京总公司的信已交我方处理并答复,我们乐意表示... 26)

We received your letter of ... It is gratifying to note that.... 你方...月...日来函收到。 欣悉... 27) We received your letter of... We are under the impression that... 你方...月...日来函收悉,我们的印象是... 28)

We received your letter of... and are indebted to you for introducing us to ... 你方...月...日来信收悉,感谢你方将我公司介绍给...公司。 29) We owe your address to ... 我方从...获得你方地址。 30) We should be glad if you would let us know whether... 如果贵方告知是否...,我们将很高兴。 31) May we have details of ... ? 我们可以得到...的详情吗? 32) We are sending you under separate cover... 兹另

封寄上... 33) We attach for your information the copy of a letter received today from... 附上今日收到的从...一信的复印件,供你方参考。 34) We have received an inquiry for... 我们收到...的询盘。 35) We have been informed by... ..已通知我方。 36) In replay to your letter of ...concerning...we are glad to be able to /story to have tell you that... 兹复贵方...月...日有关...的来函,很高兴/抱歉告知贵方... 37) We thank you for your letter of ...informing us that... 我们感激贵方...月...日的来函,惠告... 38) You kindly enclosed with your letter of ...particulars of ..., for which we thank you. 十分感激贵方随...月...日函附上的... 39) Your letter of the ...crossed ours of the same date. 贵方...月...日函刚好错过我方同日信函。 40) We are surprised to learn from your letter of...that... 从你方...月...日函惊讶地获悉... 把商务英语页面加入收藏夹
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