

2009年商务英语考试之雷人商务书信范例商务英语考试 PDF
转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/564/2021_2022_2009_E5_B9_B4_E5_95_86_c85_564451.htm Unit 1 【请国外工会介绍客户】

We are desirous of extending our connections in your country. 我们拟拓展本公司在贵国的业务。原文范例 Gentlemen: We are desirous of extending our connections in your country and shall be much obliged if you will give us a list of some reliable business houses in Los Angeles who are interested in the importation of Chinese books. We are an old and well-established exporter of all kinds of Chinese books, especially Chinese autobiography. Therefore, we are confident to give our customers the fullest satisfaction. Your courtesy will be appreciated, and we earnestly await your prompt reply. 翻译

范例 敬启者：我们拟拓展本公司在贵国的业务，如果您能提供敕公司有关洛杉矶一些对进口中文书籍有兴趣、可靠的公司名单，敕公司将感激不尽。敕公司是一个具有多年经验、信誉良好、进口多种中文出版品(特别是中文自传)的企业，因此我们有信心能提供给我们的客户最完整的满意。对于您的协助我们将感激不尽，敕公司将静待您的立即回音。 Unit 2 【请国外的合作伙伴介绍客户】

We shall be obliged if you kindly introduce us to some of reliable importers. 贵公司如能将我方介绍给一些信誉良好的公司，我方将不胜感激。原文范例 Gentlemen: We thank you for your cooperation for our business for the past five years. Now we are desirous of enlarging our trade in staple commodities, but have had no good connections in Canada. Therefore we shall be obliged if you could kindly introduce us to

some of reliable importers in Canada who are interested in these lines of goods. We await your immediate reply. 翻译范例 敬启者：感谢贵公司过去五年来与我方的商务合作。目前敝公司亟欲扩大我方主要商品的业务范围，但是我方目前在加拿大并无良好关系。因此若贵公司能将敝公司介绍给一些在加拿大对我方业务有兴趣、信誉良好的公司，我方将不胜感激。我们期待您的立即回复。 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