

商务英语公文写作之通知函商务英语考试 PDF转换可能丢失
图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/576/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_576677.htm 通知对方接到来

信 Acknowledging receipt of letters * 1. Dear Mr. / Ms, thank you for your letter No. A-3 of 6th May, offering us 6 UI-4 Viewdatas. We have passed it on to our Technical Department for their consideration. We shall reply as soon as possible. Yours faithfully 尊敬的先生/小姐 谢谢您五月六日标号为A-3的来信，该信向我们提供6 UI-4 图像数据。我们已把该信转给了技术部，备他们考虑。我们将尽快回信 你诚挚的 Back to Top 2. Dear Mr/Ms, We have today received with thanks information concerning transactions on the New York Wheat Exchange which will be made full use of by our research department. We look forward to further cooperation with you. Yours faithfully 尊敬的先生/小姐 我们今天收到了有关纽约小麦交易所的业务信息，非常感谢，我们的研究部门将充分利用这些信息。期待与你进一步合作。你诚挚的 Back to Top * 确认达成的协议 Confirming agreements reached * 3. Dear Mr. / Ms, Last Friday, when we were discussing the problems of defective containers. You suggested that I simply mail you a report each month on the number of return by customers rather than send the defective containers to you. I plan to put this into effect at once. But, I first want to make sure that I understand you correctly. If I don ' t hear from you within the coming week, I ' ll assume that you approve. Yours faithfully 尊敬的先生/小姐 上周五，我们讨论了次品集装箱的问题，你建议我只需把顾客

每月退回的次品集装箱的数量写个报告给你，而不是直接退集装箱。我计划立即付诸现实。但我想确认我理解正确，到下周为止，如我不能收到你的来信，我即认为你没有异议。你诚挚的 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