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- 1) We have (take) pleasure in informing you that..... 兹欣告你方.....
- 2) We have the pleasure of informing you that..... 兹欣告你方.....
- 3) We are pleased (glad) to inform you that..... 兹欣告你方.....
- 4) Further to our letter of yesterday, we now have (the) pleasure in informing you that..... 续谈我方昨日函, 现告你方.....
- 5) We confirm telegrams/fax messages recently exchanged between us and are pleased to say that..... 我方确认近来双方往来电报/传真, 并欣告.....
- 6) We confirm cables exchanged as per copies (cable confirmation) herewith attached. 我方确认往来电报, 参见所附文本.
- 7) We learn from Messrs..... that you are interested and well experienced inbusiness, and would like to establish business relationship with us. 我方从...公司获悉, 你方对...业务感兴趣且颇有经验, 意欲与我方建立业务关系.
- 8) Although no communication has been exchanged between us for a long time, we trust that you are doing well in business. 虽然久未通讯, 谅你方生意兴隆.
- 9) Although we have not heard from you for quite some time, we hope your business is progressing satisfactorily. 虽然好久没接到你方来信, 谅业务进展顺利.
- 10) We have pleasure in sending you our catalog, which gives full information about our various products. 欣寄我方目录, 提供我方各类产品的详细情况.
- 11) We are pleased to send you by parcel post a package containing... 很高兴寄你一邮包内装...
- 12) We have the pleasure in acknowledging the receipt of your letter

dated... 欣获你方...月...日来信. 13) We acknowledge with thanks the receipt of your letter of... 谢谢你方...月...日来信. 14) We have duly received your letter of ... 刚刚收悉你方...月...日来信. 15) We thank you for your letter of ...contents of which have been noted. 谢谢你方...月...日来信,内容已悉. 编辑推荐：2009年BEC考试范围介绍 2009年BEC考前冲刺专题 2009年商务英语考后答案交流区 2009年BEC商务英语考试听力应试技巧 2009年BEC商务英语口语考试应试技巧 2009年BEC商务英语考试写作应试技巧 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