

外销员外贸外语辅导：外贸函电套用语100句外销员考试 PDF  
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[https://www.100test.com/kao\\_ti2020/645/2021\\_2022\\_\\_E5\\_A4\\_96\\_E9\\_94\\_80\\_E5\\_91\\_98\\_E5\\_c28\\_645111.htm](https://www.100test.com/kao_ti2020/645/2021_2022__E5_A4_96_E9_94_80_E5_91_98_E5_c28_645111.htm) 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 in .....business, 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. 16) Referring to your letter of .....we are pleased to ... 关于你方...月...日来信,我们很高兴... 17) Reverting to your letter of ...we wish to say that... 再洽你方...月...日来信,令通知... 18) In reply to your letter of ...,we... 兹复你方...月...日来函,我方... 19) We wish to refer to your letter of ...concerning 现复你方...月...日关于...的来信 20) In compliance with the request in your letter of ... we... 按你方...月...日来函要求,我方... 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.. 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

wisth to informs 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... 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](http://www.100test.com)