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https://www.100test.com/kao_ti2020/645/2021_2022__E5_A4_96_E9_94_80_E5_91_98_E5_c28_645122.htm 通知：本厂已迁移到

上述地址，特此通知。 I inform you that I have now removed my factory to the above address. 我方已在本市开设贸易与总代理店，特此通知。同时，恳请订购。 Having established ourselves in this city, as merchants and general agents, we take the liberty of acquainting you of it, and solicit the preference of your order. 本公司于5月1日将改为股份有限公司，特此奉告。 We are pleased to inform you that our business will be turned into a limited company on the 1st May. 本公司股东年会，将于3月1日在银行家俱乐部召开，特此函告。 Notice is hereby given that the annual general meeting of the shareholders of our company will be held at the Bankers Club on Mar. 1. 今天我们已付给R.S.先生120美元，特此告知。 By this we inform you that we have today paid Mr. R.S. \$120. 通过这些渠道，他们会发来甚多订单，特此函告。

Through these lines, we intimate you that they may send you considerable orders. 回信：本公司断定我们所提供的货色优良，价格公道，感谢贵公司给我们一个机会，使我们的要求得以实现。 We are certain that we are offering a sound article at popular price, and we should appreciate an opportunity to substantiate our claims. 贵公司5月6日函悉，本公司无法承购贵公司开价的商品。此复。 In answer to your favour of the 6th May, we inform you that we are unable to take the goods offered by you. 关于贵公司所询麦麸一事，现可提供该货20吨。 In answer to your inquiry for

bran, we offer you 20 tons of the same. 贵函收悉, 此地商场仍保持平静。 Answering to your letter, we state that the market remains quiet. 至今未复5月8日贵函, 甚感歉疚, 还望原谅。 Kindly excuse our not replying to your favour of the 8th May until today. 本月8日贵函敬悉。 ??先生是位诚实可靠的人, 特此告知。 In response to your letter of the 8th inst., I am pleased to say that Mr. ?? is a man of trustworthy character. 关于所询H.先生的情况, 谨此高兴地告知, 他是一位足以信赖的人。 In response to your inquiry respecting Mr. H., we have pleasure in stating that he is a thoroughly reliable man. 关于S.公司的情况, 我们特此欣然函复。 We are glad to answer your inquiry concerning S. & Co., of this city. 敝人欣闻您已接受我的报价。 I am glad that you have accepted my offer. 如蒙告知所需印刷费用, 则不胜欣慰。 I shall be glad if you will kindly give me a price for printing. 兹答复所询有关S.公司的情况。 We are glad to answer your inquiry concerning S. & Company. 附函附件: 按照本函下列清单, 附上应兑现的汇票。 We enclose for realization drafts as per the list at foot. 请查收所开出的下列汇票。 Enclosed please find drafts drawn as follows: 今随信奉上由"静冈号"发往香港的货物提单两张。 Enclosed we hand you two Bills of Lading for the goods, per m.s. "Shizuoka Maru" to Hongkong. 依照您的订单同函奉上80包羊毛的发票, 请查收。 Enclosed please find the invoice of 80 bales wool bought by your order. 随信附上50箱货物的发票, 请查收。 Enclosed you will find an invoice of 50 cases goods. 随信附上订单三张, 请立即安排。 Enclosed please find three orders for immediate attention. 随信附上贴邮票的信封一个, 静候回音。 A stamped envelope is

enclosed for reply. 随函附上订单一张, 请填妥后并附来支票为荷。 An order form is enclosed. Fill it out and attach your check. 同函附上10箱货物共价5,000美元的发票一张。 Enclosed we hand you an invoice, \$5,000, for 10 cases goods. 随信附上我西雅图公司以贵公司抬头面额为100美元的汇票一张。 Enclosed we hand you a draft, \$100, drawn on your goodselves by our seattle house.

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