

外销员外贸外语辅导：商业英语书信常用开头外销员考试

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[https://www.100test.com/kao\\_ti2020/645/2021\\_2022\\_\\_E5\\_A4\\_96\\_](https://www.100test.com/kao_ti2020/645/2021_2022__E5_A4_96_)

[E9\\_94\\_80\\_E5\\_91\\_98\\_E5\\_c28\\_645227.htm](https://www.100test.com/kao_ti2020/645/2021_2022__E5_A4_96_E9_94_80_E5_91_98_E5_c28_645227.htm) (1) 特此奉告等 To

inform one of. To say. To state. To communicate. To advise one of.

To bring to ones notice (knowledge). To lay before one. To point

out. To indicate. To mention. To apprise one of. To announce. To

remark. To call ones attention to. To remind one of ,etc. 1. We are

pleased to inform you that 2. We have pleasure in informing you that

3. We have the pleasure to apprise you of 4. We have the honour to

inform you that (of) 5. We take the liberty of announcing to you that

6. We have to inform you that (of) 7. We have to advise you of (that)

8. We wish to inform you that (of) 9. We think it advisable to inform

you that (of) 10. We are pleased to have this opportunity of

reminding you that (of) 11. We take the advantage of this

opportunity to bring before your notice 12. Please allow us to call

your attention to 13. Permit us to remind you that (of) 14. May we

ask your attention to 15. We feel it our duty to inform you that (of)

(2) 为(目的)奉告某某事项 1. The purpose of this letter is to inform

you that (of) 2. The purport of this line is to advise you that (of) 3.

The object of the present is to report you that 4. The object of this

letter is to tell you that 5. By this letter we Purpose to inform you that

(of) 6. Through the present we wish to intimate to you that 7. The

present serves to acquaint you that 欢迎进入：2010年外销员课程

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