

外销员外贸外语辅导：商务英语信函常用表达外销员考试

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https://www.100test.com/kao_ti2020/645/2021_2022__E5_A4_96_

[E9_94_80_E5_91_98_E5_c28_645246.htm](https://www.100test.com/kao_ti2020/645/2021_2022__E5_A4_96_E9_94_80_E5_91_98_E5_c28_645246.htm) 怎样以简洁、得体的英语写好商务信函呢？常用的表达形式有很多，现在提供一些供参考。

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 3.为(

目的)奉告某某事项 1. Please inform me that (of) 2. Kindly inform

me that (of) 3. Be good enough to inform me that (of) 4. Be so good as to inform me that (of) 5. Have the goodness to inform me that (of) 6. Oblige me by informing that (of) 7. I should be obliged if you would inform me that (of) 8. I should be glad if you would inform me that (of) 9. I should esteem it a favour if you would inform me that (of) 10. I will thank you to inform me that (of) 11. You will greatly oblige me by informing that (of) 12. We shall be obliged if you will inform us that (of) 13. We shall be pleased to have your information regarding (on, as to, about) 14. We shall deem it a favour if you will advise us of 15. We shall esteem it a high favour if you will inform us that (of)

4. 特确认，本公司某月某日函件等 1. We confirm our respects of the 10th May 2. We confirm our letter of the 10th of this month 3. We confirm our last letter of the 10th June 4. We had the pleasure of writing you last on the 10th of this month 5. We confirm our respects of the 10th June 6. We confirm the remarks made in our respects of the 10th July 7. We confirm the particulars of our enquiry by telephone of this morning 8. In confirming our telegram of this morning, -- 9. Confirming our respects of the 10th May, --- 10. Confirming our last of the 10th June, --- 5. 贵公司某月某日函电，敬悉等 1. We have pleasure in acknowledging receipt of your esteemed favour of the 3rd May 2. We are pleased to acknowledge receipt of your favour of the 1st June 3. We have to acknowledge receipt of your favour of the 5th July 4. Your letter of May 5 was very welcome 5. We regret to hear of (that) 6. It is with great regret that we just learn that 7. Much to our regret we have heard that 8. We regret to receive your information re 9. We regret

that we have been informed that (of) 10. To our deep regret we were informed that (of) 6. 我们对于您某月某日来函的询价，深表谢意等 1. We thank you very much for your inquiry of the 10th of May 2. I thank you for your inquiry of the 10th May 3. We are very much obliged by your enquiry dated the 10th May 4. We are indebted to your inquiry under date (of) the 10th May for 5. I thank you for your inquiry of July 10 6. Thanks for your kind enquiry of May 5 7. 兹函附某某，请查收，等 1. Enclosed please find 2. Enclosed we hand you 3. We enclose herewith 4. Herewith we have the pleasure to hand you 5. We have pleasure in enclosing herewith 6. We take the liberty to enclose herein 7. We are pleased to enclose herewith 8. We are pleased to hand you enclosed 8. 遵照某月某日来函指示，等 1. In accordance with the instructions given (contained) in your favour of the 10th May 2. According to the directions contained in yours of the 6th May 3. According to the instructions given in your letter under date of the 10th of last month 4. In conformity with (to) your instructions of the 10th ult. 5. Pursuant to your instructions of May 10 9. 关于详情，下次叙述，等 1. I will write you particulars in my next. 2. Particulars will be related in the following. 3. I will relate further details in the following. 4. I will inform you more fully in my next. 5. I will go (enter) into further details in my next 10. 如下列所记，如附件所述，等 1. As stated below, 2. Annexed hereto, 3. Attached you will find... 4. As shown on the next page 5. As indicated overleaf (下页，背面) 6. As at foot hereof, 7. Sent with this, 8. As the drawings attached, 9. As shown in the enclosed documents, 10. As already mentioned, 11. As particularized on the

attached sheet, 12. As detailed in the previous letter, 11. 因电文不太明确... , 等

1. Your telegram just received is quite unintelligible.
2. Please repeat your wire on receipt of this, stating your meaning more clearly.
3. Your telegram is not clear. explain the third and fourth words.
4. Your telegram is unintelligible. repeat more fully in plain language.
5. Your cable is not clear, repeat, using the codes agreed upon (on).
6. We cannot understand your telegram. state the code used and which edition.
7. Your telegram is not signed with cipher as agreed on. confirm if correct.
8. We cannot trace the code you used. please repeat the telegram in plain words.
9. Your telegram is too short to be understood. Please repeat it more fully.
10. The telegram was vague (pointless), and they requested them to explain in plain words.

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