

商务写作:通知与确认商务英语信函写作 \_ 商务英语考试 \_

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一、通知对方收到来信的确认函

1. Dear Mr/Mrs, Thank you for your letter No. A-3 of 6th May, offering us 6 UI-4 Viewdatas. We have passed it on to our Technical Department for their consideration. We shall reply as soon as possible. Yours faithfully 尊敬的先生/小姐，感谢您五月六日标号为A-3的来信，该信向我们提供6 UI-4图像数据。我们已把该信转给了技术部，备他们考虑。我们将尽快回信 你诚挚的

2. Dear Mr/Mrs, We have today received with thanks information concerning transactions on the New York Wheat Exchange which will be made full use of by our research department. We look forward to further cooperation with you. Yours faithfully 尊敬的先生/小姐，我们今天收到了有关纽约小麦交易所的业务信息，非常感谢，我们的研究部门将充分利用这些信息。期待与你进一步合作。 你诚挚的

二、确认达成的协议 Confirming agreements reached

3. Dear Mr/Mrs, Last Friday, when we were discussing the problems of defective containers. You suggested that I simply mail you a report each month on the number of return by customers rather than send the defective containers to you. I plan to put this into effect at once. But, I first want to make sure that I understand you correctly. If I don't hear from you within the coming week, I'll assume that you approve. Yours faithfully 尊敬的先生/小姐，上周五，我们讨论了次品集装箱的问题，你建议我只需把顾客每月退回的次品集装箱的数量写个报告给你，而不是直接退集

装箱。我计划立即付诸现实。但我想确认我理解正确，到下周为止，如我不能收到你的来信，我即认为你没有异议。你诚挚的

4. Dear Mr/Mrs, We write to confirm our agreement reached during our conversation on 9th June about special discount on M-S Acoustical Partitions as described on page 8 of our catalogue. These prices will prevail through 30 June. partition Regular Price Special price dimension Each Each (12 or more) 4X4 ' US\$ 112.75 FOB Bern US\$98.20 FOB Bern 4x5 ' 132 115.50 5x5

' 152.75 129.85 We will be happy to receive your order. Yours sincerely 尊敬的先生/小姐，我们写信想确认六月九日谈话中就M-S声音隔板特别折扣达成的协议。这些隔板在我们目录第八页有描述。下列价格六月三十日前有效：声音隔板规格每只常规价每只特别价（12及以上）4X4 ' US\$ 112.75 FOB波恩 US\$98.20 FOB波恩 4x5 ' 132 115.50 5x5 ' 152.75 129.85 我们将很荣幸收到你的定单 你诚挚的

5. Dear Mr/Mrs As our telephone negotiation this morning was very brief and proceeded so smoothly, I thought it might be advisable to summarize the agreement: I offered US\$56/kg CIF EMP You asked for US\$60 I countered US\$58/kg You accepted the figure I look forward to signing the contract when we meet next week. Yours faithfully 尊敬的先生/小姐，今天上午我们的电话协商简短而融洽，我想简单总结一下协议：我报价为：US\$56/kg CIF EMP，你还价为US\$60，我让价为US\$58/kg 你同意这个价格。下周见面时我期待能签定合同。你诚挚的

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