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建议阅读原文

[https://www.100test.com/kao\\_ti2020/645/2021\\_2022\\_\\_E8\\_B7\\_9F\\_E9\\_93\\_B6\\_E8\\_A1\\_8C\\_E4\\_c92\\_645347.htm](https://www.100test.com/kao_ti2020/645/2021_2022__E8_B7_9F_E9_93_B6_E8_A1_8C_E4_c92_645347.htm) Commonly Used Sentences

1. In order to ensure the speedy handling of the relevant banking transactions along with the increasing trade volume, we would like to propose the establishment of a direct correspondent banking relationship with your bank.
2. As there is no agency relationship between us the relative credit directed to us have to be authenticated through a third bank.
3. We believe that this step would enable us to avoid any possible delay that may occur in handling business to the benefit of clients on both side.
4. We are sending you here with a copy of our control documents together with our annual report for the fiscal year 1999 for your reference.
5. You are requested to send us your latest specimen signatures and terms and conditions for our future use.
6. We should appreciate it very much if you would send us your control documents in return.
7. As soon as the exchange of control documents is completed, both sides may start direct business with each other.
8. We fully understand your desire to set up agency relationship with us.
9. As you well understand, the trade exchange between China and ..... is limited with a small volume at present.
10. We therefore do not intend to expand our agency network in the near future.
11. We hope you will give us understanding in this respect.
12. We are forwarding to you, under separate cover, one set of our control documents consisting of our Authorized Signature, Terms and

Conditions and Telegraphic Test Key for your future use. 13. To facilitate business exchange between us, we would propose..... 14. We look forward to a consistent business growth between us. 15. Thank you in advance for your kind cooperation in this matter. 16. We have ventured to draft a schedule of Agency Agreement which is enclosed for your study. 17. We wish to assure you that our services will be entirely at your disposal. 18. We are unable to identify your L/C No.123 of Nov. 12. 19. We shall be obliged if you send us a complete set of your up-to-date Authorized Signatures at an early date. 20. Please note that the fixed number remains the same as that we sent you on ..... which is now in your hand. 21. We take pleasure in sending you our test key for the authentication of cables dispatched/exchanged between our two banks. 22. We wish to inform you that up-to-this-date we do not appear to have received any acknowledgment from you. 23. To complete our file, we would request you to send us your latest supplements, if any, to your specimen signature book. 24. We hope everything in regard to your Test Key is now in order. 25. We hope you will do likewise in future before the establishment of agency relationship between our two banks. 为确保在业务量不断增加的前提下快速处理相关银行业务，我们提议与贵行建立直接的代理关系。由于我们之间没有代理关系，发给我们的相关信用证须经过第三家银行确认。从我们双方客户利益的角度着想，我们认为这一措施能促使我们避免在处理业务时任何可能发生的延误。我们在此寄上控制文件的副本以及1999财政年度年报，供你方参考。我们要求你行寄给我们最新的签字样本和费率表，供我们将

来使用。如果你们能把你们的控制文件回寄给我们，我们将万分感激。一旦把控制文件交换完毕，我们双方就可以开始直接的业务来往。我们充分理解你们想与我行建立代理关系的愿望。正如你们所熟知的，目前中国与贵国之间的贸易来往很局限。因此我们在最近的将来不打算扩大我行的代理网。我们希望贵行在这方面给予我行充分理解。我们现分次寄给你行一套我行的控制文件，包括授权签字、费率表和电密押，供贵行使用。为促进我们之间的业务来往，我们提议……我们希望双方业务量能持续增长。我们先期感谢贵行在此事上给予的合作。我们冒昧地草拟了一份代理协议，先附上供贵行参考。我们保证随时向贵行提供服务。我们不能识别贵行12月12日123号信用证。如果你们能尽早寄给我行全套最新的签字样本，我们将万分感激。请注意，定数与我们于某月某日寄给你行的、现在你方手中的相同。我们很乐意把我行的密押寄给你们，用于确认两行之间发送/交换的电报。我们希望告知你行，至今我们仍未收到你行收悉的消息。为使档案保持完整，我们要求贵行寄上最新的签字样本增补本（如果有的话）。我们希望现在有关密押的一切事宜都已经就绪。我们希望你行在双方确立代理关系之前能照此办理。

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