

BEC 高级写作常用套话

商业书信常用开头语

Opening Phrases & Sentences Generally Used In Business Letters

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.

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,



我们盼望于近日内接获回信，等。

1. We hope to receive your favour at an early date.
2. We hope to be favoured with a reply with the least delay.
3. We await a good news with patience.
4. We hope to receive a favourable reply per return mail.
5. We await the pleasure of receiving a favourable reply at an early date.
6. We await the favour of your early (prompt) reply.
7. A prompt reply would greatly oblige us.
8. We trust you will favour us with an early (prompt) reply.
9. We trust that you will reply us immediately.
10. We should be obliged by your early (prompt) reply.
11. Will your please reply without delay what your wishes are in this matter?
12. Will you kindly inform us immediately what you wish us to do.
13. We request you to inform us of your decision by return of post.
14. We are awaiting (anxious to receive) your early reply.
15. We thank you for the anticipated favour of your early reply.
16. We should appreciate an early reply.
17. We thank you in anticipation of your usual courteous prompt attention.
18. We thank you now for the courtesy of your early attention.
19. We hope to receive your reply with the least possible delay.
20. Kindly reply at your earliest convenience.

21. Please send your reply by the earliest delivery.
22. Please send your reply by messenger.
23. Please reply immediately.
24. Please favour us with your reply as early as possible.
25. Please write to us by tonight's mail, without fail.
26. May we remind you that we are still awaiting your early reply.
27. May we request the favour of your early reply?
28. A prompt reply would help us greatly.
29. A prompt reply will greatly oblige us.
30. Your prompt reply would be greatly appreciated.
31. Your prompt attention to this matter would be greatly esteemed.
32. We look forward to receiving your early reply.
33. We thank you now for this anticipated courtesy.
34. As the matter is urgent, an early reply will oblige.
35. We reply on receiving your reply by return of post.

请原谅我的回信延迟.....，等。

1. Please excuse my late reply to your very friendly letter of March 1.
2. I hope you will forgive me for not having written you for so long.
3. I hope you will excuse me for not having replied to you until today.

4. I humbly apologize you for my delay in answering to your kind letter of May 5.

5. I have to (must) apologize you for not answering your letter in time.

6. I must ask you to kindly accept our excuses, late as they are.

特此奉告等

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

To bring to one's notice (knowledge); To lay before one;

To point out; To indicate; To mention; To apprise one of;

To announce; To remark; To call one's 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)

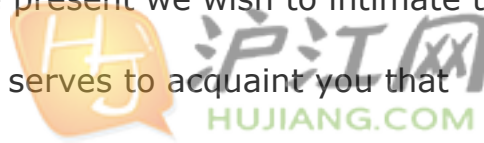
10. We are pleased to have this opportunity of reminding you that (of)

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)

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



惠请告知某某事项，等

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)

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,---

贵公司某月某日函电，敬悉等

- I. 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. Your letter of April 10 gave me much pleasure

6. Your esteemed favour of 7th May was duly received by us

7. Your favour of the 5th June is duly to hand

8. Your favour of the 10th is to (at) hand

9. We are in due receipt of your favour dated the 7th June

10. We are in receipt of your letter of the 7th July

11. We are in possession of your letter of the 5th April

12. We have duly received your favour of the 5th March

13. Your letter of yesterday's date is duly to (at) hand

14. Your esteemed communication of yesterday's date is just to (at) hand

15. We thank you for your favour of the 5th May

16. We are obliged for your letter of the 5th May

17. Many thanks for your latter of the 5th June

18. Very many thanks for your letter of May 5

19. In acknowledging receipt of your letter of the 5th June, ...

20. Your favour of the 5th May has just reached me

21. Your favour of the 5th May is duly received

22. Your favour of the 5th May is now before me

23. Your promised letter under date (of) the 5th June has just reached us

特回答贵公司某月某日函所叙述有关事项等

1. I have the pleasure of stating, in answer to your inquiry of the 4th inst, that

2. In reply to your letter of the 5th of May, I have to inform you that (of)

3. I hasten to answer your inquiry of the 15th May, by stating that

4. We are in receipt of yours of the 5th June, in reply to which we are pleased to state that

5. In reply to yours of the 10th May, relative to..., I would say that

6. I am in receipt of your favour of the 7th May, and in response I inform you that (of)

7. In response to your letter of 10th May, I wish to say that

8. In answer to your favour of the 5th May regarding... I reply as follows:

9. Answering your letter of the 8th of February re..., I would say that

10. In reply to your letter of February 8th, I inform you that (of)

11. Replying to yours of the 8th of February regarding..., I would say that

12. Replying to your favour under date of February 8th re..., I say that

非常遗憾，我们奉告您关于，等。

1. We regret to inform you that (of)

2. We are sorry to have to draw your attention to

3. We regret to have to say that
4. We regret to advise you that
5. We very much regret to announce you that
6. It is most regrettable that we have to inform you that (of)
7. It is with our greatest regret that we must inform you that (of)
8. To our greatest regret we must herewith inform you that (of)
9. It is a matter for regret that I have to inform you that (of)
10. It is to be regretted that I must inform you that (of)
11. It is with regret and reluctance that we have to inform you that (of)
12. It gives us a deep sorrow that we have to announce you that
13. It causes me much sorrow to have to say that
14. I feel sorry for having to announce you that
15. I express my sorrow for announcing you that

当我们得悉.....甚为遗憾等。

1. We are very sorry to hear (know) that
2. we are grieved to hear of (about)
3. We are indeed sorry to hear that
- 4' We very much regret to hear that
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)

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

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

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

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.