

# 英文書信實用手冊

陳玉琳編著

# 英文書信實用手冊

陳玉琳編著

五洲出版社印行

# 英文書信實用手冊

## 目 次

第一章 社交書信	1
一 向人問近況	1
二 久別致意	2
三 覆書	3
四 新歲向人致候	4
五 生日邀人敘餐	5
六 賀人生辰	6
七 賀人結婚	7
八 賀人升職	8
九 唁人喪妻	9
一〇 慰人有病	10
第二章 商業書信	11
一 向商行問價	11
二 向顧客報價	12
三 向廠家定貨	13
四 向洋行定貨	14
五 催請交付定貨	15
六 請減批發價格	16
七 探詢售貨條件	17
八 洽購新到貨品	18
九 發貨通知	19

一〇 催收帳款 .....	20
一一 通知提高貨價 .....	21
一二 要求退換貨物 .....	22
一三 徵求代理商號 .....	24
一四 介紹聯絡人員 .....	24
一五 查詢商號信用 .....	26
一六 查詢顧客情況 .....	27

### 第三章 事務書信 ..... 28

一 邀請主持開幕禮 .....	28
二 邀友協助公益活動 .....	29
三 為子女謀事 .....	31
四 電話失靈函請修理 .....	32
五 水壓不足函請改善 .....	33
六 泊車違例向警方答辯 .....	34
七 要求保險公司修車 .....	37
八 郵件失落函請追查 .....	39
九 請求展期付租 .....	40
一〇 請業主修理房屋 .....	41
一一 求職 .....	42
一二 應徵 .....	43
一三 請求加薪 .....	44
一四 職員請假 .....	46

### 第四章 契約與合同 ..... 47

一 房屋契約 .....	47
--------------	----

二	買賣合同	58
三	建築合約	61
四	抵押字據	67
五	租約	70
六	簡易信據	72
七	服務合約	73
八	授權書(全權委託書)	75

## 第五章 國際貿易文件 80

一	入口聲明書	80
二	出口聲明書	82
三	入口證	84
四	出口證	88
五	信用狀申請書(表格式)	92
六	信用狀申請書(函件式)	96
七	信用狀	98
八	英鎊區外匯申請書	102
九	非英鎊區外匯申請書	105
一〇	提單(鐵紙)	108
一一	提貨單	109
一二	產地來源證申請書(正面)	110
一三	產地來源證申請書(背面)	112
一四	綜合來源證申請書(出口商申請書)	113
一五	綜合來源證申請書(製造人及加工者申請書)	115
一六	英聯邦特惠稅申請書(正面)	116
一七	英聯邦特惠稅申請書(背面)	117

## 第六章 保險業務文件.....119

一	進口貨物投保申請函.....	119
二	出口貨物投保申請函.....	120
三	預約保單投保書.....	121
四	一般保單投保書.....	124
五	臨時保險單.....	126
六	正式保險單.....	128
七	保險證明書.....	130
八	要求支付保險金.....	132

## 第七章 各種證明書.....134

一	離職證明書.....	134
二	服務優異證明書.....	134
三	品行良好證明書.....	135
四	專用保證書.....	136
五	通用保證書.....	137
六	履歷書.....	137

## 第八章 各種廣告.....140

一	尋人廣告.....	140
二	徵求廣告.....	141
三	房屋租售廣告.....	141
四	遺失聲明.....	142
五	授權啓事.....	142
六	防止冒牌警告.....	143

七	鳴謝啓事	144
八	開幕廣告	145
九	營業廣告	146
一〇	遷址通告	147
一一	更改電話公告	147
一二	人事聲明	148
一三	結婚啓事	149
一四	訃聞	149

## 第一章 社交書信

### 一 向人問近況

35, Queen's Rd., C.  
Hong Kong.  
27th June, 1965.

Dear × × ,

It is over four months since I last heard of you. I have sent you two letters but failed to receive your reply. I suppose either that you have been much occupied of late or that you have left home for your business trip. I hope this letter will at last reach you and bring a reply from you.

With best wishes

Yours sincerely,

× × × .

× × 兄台鑒：

達 教瞬逾四月。前上兩書，迄未獲覆，想係忙於工作，或離家作業務旅行。至盼此函能達 尊處並希 惠覆！專此問好。

弟 × × × 上



## 二 久別致意

Dear × × ,

What poor correspondents are both of us! Haven't heard from each other for ages. Well, these few lines are just to let you know that I am still staying here in this city and my address remains the same.

There isn't much that I can tell you which will be news to you, as your younger brother left this city for Singapore only last month.

There isn't much to tell either about ourselves or about our friends. However, I am sending you a snapshot of ours, which will speak for us better than I can. You see, the children have grown quite much recently. As for us, we are still the old, old selves.

With best wishes

Yours sincerely,

× × × .

× × 兄台鑒：

吾儕疏於執筆，彼此久已不通音問，茲特聊草數行，使足下知弟仍留居本市，地址並無變更。

令弟適於上月離此往新加坡，因而弟亦無其他新消息可以

奉告。

關於舍間以及此地友輩種種情形，亦無特殊可述之處，現附奉舍間生活照片乙幀，當更能表達我輩之心情。君不見兒輩近已迅速長成，而弟等猶依然故我也！

敬祝安好。

弟 × × × 敬上

### 三 覆 書

Dear × × ,

I was very glad to receive your letter and your family picture a few days ago. It was very kind of you to send me the picture. Indeed, your children have grown quite much. I am sorry I can't say the same of mine.

However, I have some news for you. Chung Chiu-sheing, our mutual friend, has been in love with Miss H. C. Chu for some time, and they are now engaged. The marriage will take place, I believe, some time this autumn.

Yen Hsing-pei, another mutual friend of ours, has recently got a promotion, and with it an increase of salary, of course. But with all that, his engagement to Miss Yang was broken. So that's the end of their romance.

Last year you promised to come to Singapore for vacation.

When can you arrange to leave your office? Please write me about it, when you have something definite.

Yours sincerely,

× × × .

× × 兄大鑒：

數日前接到來信及惠贈家庭生活照片，至為欣快。承賜照片，益感盛情。足下子女已漸長成，惜弟未能語此耳！

茲有新聞數則奉告：老友鍾昭盛，前與朱漢清小姐相戀甚久，近已訂婚，弟料彼等之婚禮，當於今秋擇吉舉行。

我輩之另一舊友袁興沛，最近陞級，並隨之加薪。惟彼與楊小姐之婚約，則告破裂。彼等之互戀乃告一段落！

去年 足下曾允至新加坡渡假；不知何時始得休暇成行？決定之後，請隨時通知。

弟 × × × 敬覆

#### 四 新歲向人致候

Dear × × ,

Allow me to offer you my sincerest felicitations upon the arrival of the New Year. I hope you will continue enjoy-

ing good health.

I should have paid my New Year's greeting in person. But the special conditions prevailing in our line of business have prevented me to do so. As soon as I find myself at leisure, I will call on you.

Yours sincerely,

× × × .

× × 兄大鑒：

新歲降臨，謹頌吾 兄幸福無既，並祝安康。

原擬造府賀歲，惟以所經營之事業與一般稍有不同，故未能如願；一俟稍有餘暇，當即趨候。

弟 × × × 上

## 五 生日邀人叙餐

My dear Chung,

Next Thursday being my birthday, I should like to gather a few of my best friends round my supper table on that occasion. It would be delightful if you can favor us with your company. My boss is especially desirous to be acquainted with you who have helped his firm in so many

ways. Please come at seven o'clock P.M. on that day. I hope to have your early and favorable reply.

Yours sincerely,

× × × .

× × 兄大鑒：

下星期四爲賤降之辰，擬約集二三知己，共進晚餐。敬希光臨。敝東主尤盼識荆，以足下對敝號襄助甚多也。請於是日下午七時 命駕，並盼早賜佳音。

弟 × × × 敬約

## 六 賀人生辰

Dear × × ,

November the 21st will always mean one thing to me—your birthday. For weeks before that date my mind turns toward it, and my thought turns toward you. As I felt like to send you a birthday card I went to look at some greeting cards in the stationer's and book stores. How eloquent and noble were the sentiments I read on them, but none of them seemed to have been written with so lovely a person in mind. So I decided to write you this birthday greeting with my own words.

With my best wishes for many happy returns of your birthday, I am sending you something you'd surely like.

Congratulations again!

Yours very sincerely,

× × × .

× × 兄大鑒：

十一月二十一日對弟至有意義，蓋是日乃吾 兄誕辰也。前此數週，弟即念念不已。初擬寄上生辰賀片，聊表微忱，故曾遍走書坊與文具店，選購此種賀咭。細讀咭上賀詞，雖覺堂皇冠冕，然對深交者如我 兄實不適用，故特握筆伸紙，藉此信祝賀吾 兄“年年有今日，歲歲有今朝”；並具微儀，諒為兄所笑納也。

再致祝賀。

弟 × × × 手上

## 七 賀 人 結 婚

Dear × × ,

I have just heard of your coming marriage with Miss Mary Liang, and want to tender my sincerest congratulations on the auspicious event. Certainly you have got your innings in having so able and virtuous a life-mate to make your life

sweet and happy. I am confident that the excellent choice you have made is a good omen of prosperity of your family. I beg your acceptance of the enclosed gift cheque issued by the Hang Seng Bank, Hong Kong, as a trifling token of my affection.

I beg to pay my respect and devoirs to your bride.

Yours sincerely,

× × ×

× × 兄大鑒：

聞 兄將與梁瑪莉小姐結婚，謹此奉賀。 兄得此賢淑女士作終身伴侶，堪稱嘉耦天成，行見月圓花好，幸福無疆。 弟深信良緣天合，足為 府上祥興之嘉兆。 隨函附奉香港恒生銀行禮券，聊申賀意，敬祈 笑納，並請 代向新人致意。

弟 × × × 敬上

## 八 賀人升職

Dear × × ,

It was with great pleasure that I learned from our mutual friend, Mr. C. T. Ho, this morning of your appointment as Manager of the Kowloon branch of the Hong Kong Life Insurance Company. This is an achievement indeed, but

not more than you deserve. It is good to know that recognition has come your way so quickly. I trust that this appointment will give you even greater scope for both service to your profession and personal achievement. Please accept my heartiest congratulations and best wishes for the future.

Yours sincerely,

× × × .

× × 兄台鑒：

今晨自我輩舊友何仲廷先生處，得知吾兄榮陞為香港人壽保險公司九龍分公司經理，不勝欣忭。此固屬人生一大成就，然以我兄之才具，實亦意料中事。兄之才幹迅速為公司賞識，快慰奚如。此次榮遷，對兄所經營之業務與個人之抱負，均當有更進一步之發展。專此馳賀，並頌 壽祺

弟 × × × 敬上

## 九 唁人喪妻

Dear × × ,

I have heard with profound sorrow that your beloved wife passed away. It is indeed an irreparable loss. In this bitter trial, I pray that you may be sustained by a Higher Power. My own grief is severe. Mrs. Tang and I were good friends for many years, and I cannot yet bring myself to



realize that I shall see her no more. I beg you will accept the accompanying trifles as an offering to the departed spirit.

Yours sincerely,

× × × .

× × 兄台鑒：

驚聞 嫂夫人仙逝，痛悼良深。此誠無可補償之損失。足下痛遭慘變，惟禱上蒼垂顧耳。嫂夫人爲弟多年來風義之交，今茲永訣，能不慟然！附呈微物，供奉 靈前，專此奉慰，諸維 珍攝。

弟 × × × 上

### 一〇 慰人有病

Dear × × ,

I felt very sorry indeed when I heard of your illness, and am anxious to know how you are now. Accompanying this letter I am sending you a small basket of assorted fruits with my very best devoir.

Sincerely yours,

× × × .

× × 兄惠鑒：

近聞 足下抱恙，至深繫念，不知近況如何？隨函附奉水果一籃，聊表問候之意。

弟 岑雅清敬上