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出版说明

为了更好地进行国际货物运输，提高国际货运人员的素质，我编著的《国际货运英语函电》终于和大家见面了。

众所周知，国际货物运输中70%的运输量都是靠海上运输来完成的，为此特意编写了本书，以便大家学习、了解并熟练掌握货运过程中与港口代理、船务代理、结算人员之间的函电往来，尤其是财务人员的港口结算与船务公司结算。本书是实用性极强的业务指导书。共分十二部分，都是国际货运人员常用的英文函电。为了归类和便于查阅，信函举例分三部分：致船务公司的信；致港口代理的信；收付运费。前两部分的内容与目前我们船务公司结算组和港口使费结算组的业务分工不尽一致。在致船务公司的信中包括了部分港口使费结算组的经营业务，反之亦然。请在查阅时注意。

在编辑此书过程中，杨小蟾同志提出宝贵意见，特此表示感谢！对外经济贸易大学的孙希光教授对本书的出版予以认真审阅，在此特别表示感谢。

因水平有限，书中错误和不足在所难免，欢迎批评指正。

中国国际货运代理协会副会长 李力谋

2002年11月27日

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一、信的起首语

1. 确认收到函电(及附件)

Receive, Receipt

We received your letter of ... We are under the impression that ...

We have duly received (have just received) your letter of ... It is gratifying to note that ...

We have received your letter dated ... and are sorry for not having replied earlier as (owing to the fact that) ...

We are in receipt of your letter dated ... ,contents of which have been duly noted.

Acknowledge, Acknowledgement

We acknowledge receipt of your letter of ... , enclosing your disbursement account for the vessel at ...

We have for acknowledgement receipt of your letter of ... , please excuse us for delay in answering.

In acknowledgement of your letter of ... ,we have pleasure in informing you that ...

We have the pleasure of acknowledging receipt of your letter of ...

Thank

We thank you for your letter of ... ,and are glad to note that ...

We thank you for your cable of ... ,which reads as follows :

We acknowledge with thanks receipt of your letter of ...

Confirm

This is to confirm receipt of your letter dated ...

We confirm receipt of your letter of ...

We confirm telegrams recently exchanged between us and are pleased to say that ...

Refer , Reference

We wish to refer to your letter of ... concerning (on the subject of)...

We would refer to your letter of ... , contents of which have had our attention.

With reference to your letter of ... , we ...

Referring to your letter dated ... , we ...

Reply , Response , Have

In reply to your letter of ... , we ...

In response to your letter dated ... , we ...

We have your letter dated ... , enclosing your statement of account , after checking , we wish to comment as follows :

2. 随函附寄去账单

Enclose

Please find enclosed a copy of our Statement No
....

Enclosed please find our Statement of Account No
...., which is self-explanatory.

We enclosing herewith ...

We enclose herewith a copy of our Hire Statement
dated ... ,

While acknowledging receipt of your letter dated
... , we enclose our fresh statement No. ...

Attach

We are attaching hereto our Credit No. ...

Attached hereto please find our D/N No. ...

We attach hereto a copy of our letter dated...

In compliance with the request per your letter
of... , we attach hereto a photocopy of...

Forward

As requested by you, we forward you herewith...

Being in agreement with your request per letter
dated... , we hasten forward you herewith photocopies
of...

Send

We send herewith a copy of...

Return

We hereby return the original vouchers cor-
responding to the Owners' account.

We return herewith the relevant vouchers for the two ports with the request that...

3. 关于对账单及使费账单事

Check

After checking your disbursement account No. 287 for the subject vessel collected through the Bank, we found the following questions:

Having checked your statement of account ending Oct. . . . , we wish to comment as follows:

Upon checking the disbursement account for the caption vessel at Callo and Ilo during. . . , the following questions are found (discovered), which need your clarification (improvement):

We are in receipt of your letter ref. . . . , enclosing your disbursement of account for m. v. "Aris". After checking, we wish to comment as follows:

Concerning

Your letter of 2nd Feb. ref. MK and the enclosed statement of account have been received. Concerning the S/A, we wish to reply item by item as follows:

4. 关于……事

Refer, reference

We refer to...

With reference to...

Referring to...

In further reference to...

We refer to the Owners' claim for Fuel savings by the subject vessel amounting to US \$ 5,000. —, which Charterers consider miscalculated.

In further reference to the additional war insurance premium of US \$ 3,250. — mentioned in your letter. . . , we are glad to state that the Charterers have finally agreed to settle in full.

5. 通知对方

We have (take) pleasure in informing (advising) you that. . .

We are pleased (glad) to inform (advise) you that. . .

Please be advised (informed) that. . .

6. 期望联系及再联系

Learning that you. . . , we. . .

We learn from Messrs. . . . that you. . .

Although on communication from you for quite some time, we hope your business is progressing satisfactorily.

We are already in correspondence with you regarding the accounting possession on m. v. . . . , wherein we asked you to send supporting vouchers for return premium at Dalian to us.

7. 答复其他单位转交的信

Your letter of. . . , addressed to. . . has been forwarded to us for attention, as. . .