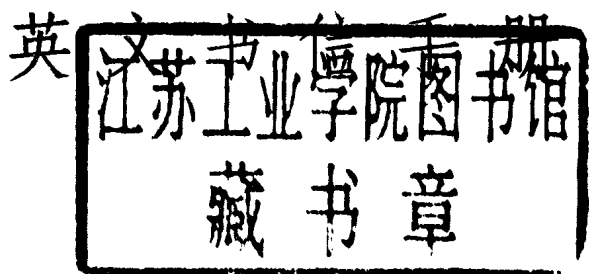


A Handbook of

ENGLISH LETTER-WRITING



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英文書信開首語及結束語

1. I have the honor to address you that....
敬啓者.....
2. I write in haste to you that.....
逕啓者.....
3. I write in a hurry to tell you that.....
逕啓者.....
4. Pardon me, though a stranger to you
personally, for taking liberty to address
you these few lines.
請恕我冒昧地寫這封短信給你。
5. Pray excuse the shortness of this letter.
請原諒我這封信的簡短。
6. I Wrote to you by Mr. A.
前曾煩A君帶上一函。
7. As I have not heard of you for long, I
feel anxious.
日久未獲音書,念甚。
8. Pardon me for neglect when you honour-
ed me with a visit the other day.
日前大駕光臨,簡慢之處,尙希原諒。

9. Long continuous rain has cleared off at last, and autumn assumes a very pleasant aspect.

茲值天雨初霽，秋高氣爽之際。

10. I am very disgusted with this perpetual rain.

連日陰雨，心情沉悶非常。

11. The continual rain makes everyone unhealthy.

連日陰雨連綿，令人極感不適。

12. This is the season for long walks in the country.

這季節正宜作郊外旅行。

13. I must apologize for not having written to you previously.

請原諒我很久沒有給你寫信。

14. Our not hearing from you about two months has made us very uneasy, but still we hope you are well.

沒有收到你的音訊已有兩月，想近況不錯吧。

15. I have been very remiss, in not enquiring for so long after your health.

久未向你修書問候，歉甚。

16. Please pardon my long in writing to you.

到現在才寫信給你，請為原諒。

17. I must request your indulgence for having so long neglected to reply to your last letter.

前承惠書，未克即覆，敬希原諒。

18. I am very sorry that I have not written to you for such a long time, since I wrote to you last.

月前奉上一函，未再修書問候，殊覺抱歉。

19. I beg a thousand pardons for neglecting to answer more promptly your favour of the 14th November.

十一月十四日大函奉悉，未克即覆，祈爲原諒。

20. Your letter of the 4th inst. was duly received.

本月四日來信收到。

21. I duly received yours of the 4th inst.

本月四日來信收到。

22. I had the honor to acknowledge the receipt of your letter of the 24th inst.

本月廿四日大函拜悉。

23. Thanking you for your kind note of the 4th inst.

本月四日來信收到，謝謝。

24. I am greatly obliged for your kind invitation.

承你寵邀，不勝感謝。

25. As your enquiry can not be answered off hand, I shall call on you shortly as soon as my time admits, and give explanations in detail.

你所詢之事，目前尙難奉覆，有空時再約會相談。

26. Having mislaid your address, I have not been able to reply sooner.

因遺失了你的地址，故未能立即覆信。

27. Please notify me soon.

請速示知。

28. An early notification will oblige.

請速示覆，甚感。

29. I hope you will write directly.

希即回覆爲荷。

30. Take care of yourself, as the weather is now changeable.

近來天氣冷熱無常，請多加保重。

31. Be careful of your health.

請對身體多加保重。

32. As the season grows colder, I beg you will take good care of yourself.

近日天氣漸趨寒冷，希望你多加珍攝。

33. Looking forward to a prompt reply.

企盼速覆。

34. Please do not fail to write to me.

切盼回音。

35. I shall anxiously await your reply.

望即賜覆爲要。

36. I shall feel obliged by a reply at your earliest convenience.

有暇希即函覆爲盼。

27. Let me hear if you received the parcel safely.

收到小郵包後，希即來信告知。

38. Awaiting your reply.

等待你的回覆。

39. Awaiting to hear from you at your early convenience.

有暇希即回覆是幸。

40. A speedy reply will much oblige.

如蒙速覆，不勝感激。

41. An early call or reply would greatly oblige.

如蒙大駕光臨或速擲下回音，均所感激。

42. An immediate reply, care of Mr. Chan will oblige.

希速示覆，由陳君帶下是感。

43. The favour of an early answer will oblige.

請速賜覆，是所至盼。

44. Write to me as soon as you can.

務請速覆。

45. Pray let me have your answer, if possible, by the bearer.

務請覆示一函交來人帶下。

46. I look for your answer in a few days.

日內希能見到你的覆信。

47. I beg that you will send me an answer at the earliest possible moment.

有暇請即示覆。

48. With kind regards to your family.

並候闔府安好。

49. Please give my compliments to your family.

並候闔府安好。

50. My kindest regards to your family.

並候闔府安好。

51. Pray give my best remembrances to Mr. Lee.

請代向李君問候。

52. Pray present my kind respects to Mrs. B.

請代向B女士問安。

53. My wife unites with me in kind remembrance.

內子同此致候。

54. My papa and mamma beg also to add their best thanks to mine.

家父母在此向閣下致意。

55. Adieu till then.

餘容後叙。

56. when I see you, I will give you the details.

詳細情形，見面再談。

57. I will speak to you more fully when we meet

見面時當詳爲告知。

58. As regards this, however, and other I will write more fully early next week.

此事及其他各節，來週當詳覆閣下。

59. Expecting to hear from you at your early convenience.

有暇請即示覆。

60. An immediate answer will oblige.

希即示覆爲荷。

61. Not having heard from you in reply, we again write, begging your immediate attention to this matter; and you will oblige.

該事如何，尙未接到你的覆信，茲再函達，希即來示處置，無任感激。

62. Eagerly hoping to hear from you soon, I remain, —

企候覆音

63. Thanking you for the past favour.

前蒙照拂，謝謝。

64. Thanking you for your courteous attention.

荷蒙關注，特此致謝。

65. Be pleased, therefore, to accept the
thanks of, Sir.

請領受我的謝忱。

66. Grateful for all your past kindness.

前承照拂，謝謝。

67. I thank you for the trouble you have
taken.

有費精神，謝謝。

68. Trusting you will overlook this mistake,
which I exceedingly regret.

我已覺後悔，還請鑒諒。

69. I regret that, owing to a great pressure
of business, I am unable to call upon
you in person.

目下諸事煩忙，未克趨候，請諒

70. Hoping you will have a pleasant trip.

祝你旅途愉快。

71. Will you accept my best wishes for a
safe voyage and pleasant residence
abroad!

謹祝你一帆風順，旅途愉快！

72. With best wishes for your safe arrival.

謹祝你平安抵埠。

73. Wishing you a pleasant journey.
祝你旅途愉快。
74. An acknowledgment in course will oblige.
請擲下收據，是荷。
75. Please acknowledge the receipt.
請擲下收據，是荷
76. Please receive the same.
請即查收，是荷。



英文書信喜慶用語

1. I wish you a happy New Year.
恭賀新禧（祝新年快樂）。
2. Allow me to wish you a happy New Year.
恭賀新禧（讓我祝賀你新年快樂）。
3. Pray accept my sincere felicitations on the New Year.
恭賀新禧（在新年裏請接受我誠摯的祝賀）。
4. Pray accept my best and sincerest wishes for the New Year.
恭賀新禧（在新年裏請接受我最好的和最真摯的祝頌）。
5. I wish you a very happy New Year, and I hope sincerely that you will continue in your usual good health throughout the year.
恭賀新禧，並祝康樂。
6. Allow me to wish you a bright and prosperous New Year.
敬祝新年萬福

7. Presenting the compliments of the season.
謹此並賀新年（結尾用）。
8. I wish you have a most happy and prosperous New Year and many returns of them.
謹祝新年快樂，福壽無疆。
9. With every good wish for a happy Christmas and a bright New Year.
祝你過一個快樂聖誕及光輝的新年。
10. Wishing you a Merry Christmas.
祝你聖誕快樂。
11. A Merry Christmas to you.
恭祝聖誕。
12. Wishing you a Merry Christmas and a happy New Year.
恭祝聖誕，並賀年禧。
13. With every good wish for your future happiness.
祝你前途快樂！
14. With every good wish!
祝福你！
15. Accept my sincere congratulations on your marriage with Miss.....
聞你與某小姐結婚，謹此致賀。
16. The news reaching me of your recent nuptials, I beg to offer my most sin-

cere congratulations.

欣聞閣下新婚燕爾，謹此致賀。

17. I congratulate you most sincerely on the birth of a son and heir.

聞你誕一男孩，特此奉賀。

18. Allow me to offer you my sincere congratulations on the birth of your son and heir.

喜聞你添男孩，容我致以衷誠的祝賀。

19. Let me offer you my most sincere congratulations upon the arrival of your son.

得知你添一男孩，讓我在此作摯誠的祝賀。

20. We do heartily rejoice wish you that you were given a brave boy.

同人等聞你添一男孩，特此奉賀。

21. With best wishes for the health of both your treasures.

謹祝母子平安。

22. I beg to present my best wishes for the quick reestablishment of her health.

謹祝尊夫人早日康復。

23. It is with the greatest pleasure, that I have the honour to congratulate on the birth of your daughter.

喜聞你誕一女孩，謹此祝賀。

24. Pray receive my sincerest congratulation

on this auspicious day.

祝閣下萬壽無疆。

25. Many happy returns of this auspicious day to you.

謹祝你萬壽無疆。

26. Pray allow me to congratulate you most heartily on your success in your examination.

聞你考試及格，謹此致賀。

27. I am very glad to hear of your great success in the examination I tender you my sincere congratulations.

聞你考試及格，不勝欣喜之至。

28. I am very glad to hear that you passed successfully through the course of the middle school, I heartily congratulate you on this new honor.

聞你高中畢業，不勝欣喜，祝你百尺竿頭，更進一步。

29. I am delighted to see by the newspaper that you have got your promotion.

閱報知閣下榮陞，不勝欣喜。

30. I am glad to hear that you were appointedof the Public Work Department, on which I congratulate you most heartily.

聞閣下榮任工務局.....職，不勝欣喜

英文書信弔唁、慰問用語

1. I beg to tender you my heartfelt sympathy.

不勝哀悼之至。

2. Words, I know, can be no balm for a sorrow like yours.

弟苦無言語能解閣下之憂。

3. My heart is full of sorrow for you, in your great affliction.

你的傷心事，弟聞之亦覺滿懷悲傷。

4. The painful news of the removal of your mother has just reached me.

頃接訃告，驚悉令壽堂仙逝。

5. I am truly pained to hear of melancholy change in your circumstances.

閣下遭逢慘變，使人聞之惻然。

6. The melancholy intelligence of your sister's death has grieved me more than I can express.

獲悉令姊逝世，不勝悲悼。

7. If anything could have caused me