

# Cantonese



*Thanks for downloading this language pack – we hope it helps. If you need a more comprehensive translation service then see [www.geolanguages.co.uk](http://www.geolanguages.co.uk). These language packs are also available in other languages – see our website for details. Let us know if you have any (sensible) suggestions for future language packs or feedback and we'll take a look.*

## Greetings

Hello	你好
Dear Sir/Madam,	敬啟者：
Dear Ms.	XX 女士：
Dear Mr.	XX 先生：

## Signing Off

I look forward to hearing from you.	我期待聽到你的消息。
I look forward to your reply.	我期待聽到你的回覆。
We hope that we may continue to rely on your valued custom.	我們盼望再能為你提供服務，也感謝你繼續光顧我們。
We look forward to a successful working relationship in the future.	我們期望日後與你合作成功、工作愉快。
If you require any further information, feel free to contact us.	我期待聽到你的消息。

## Thank you

Thank you for your enquiry.	謝謝你的查詢。
Thank you for contacting us.	謝謝你與我們聯絡。
Thank you for your order.	感謝你的定單。
Thank you for your e-mail regarding order number xxx.	謝謝你就定單號碼 xxx 向我們發出的電郵。
Thank you for your feedback. We look forward to dealing with you again soon.	感謝你的賜覆；我們期望日後能再與你往來。

## Reply to enquiry

We will get your enquiry translated.	我們將把你的查詢翻譯過來。
We will get back to you as soon as possible.	我們將儘快給你回覆。
We are currently dealing with your request and will get back to you as soon as possible.	我們現正處理你的要求，並將儘快給你回覆。
We will forward your enquiry to your local dealer or distributor.	我們將把你的查詢轉交你當地的交易商或分銷商。

## Order

We will send you a written order confirmation to confirm acceptance of your order or will contact you if there is a problem with your order.	我們將寫信確定你定貨的要求，以確實我們已接納你的定單；如有任何關於你的定單的問題，我們將會與你聯絡。
Attached is your order confirmation number XXXXXX.	隨附號碼XXXXXX的定單，確實你的定貨要求。
This will be dispatched as soon as possible.	這將會儘快發貨。
Please check we have the right address for this order.	請核對我們所有的有關這一定單的地址是正確的。

## Apologies

We apologise for any inconvenience.	不便之處，敬請原諒。
We are looking into this urgently.	我們現正急切調查此事。

## Out of office

I am currently out of the office until DD.MM.YYYY.	我現時不在辦公室，直至DD.MM.YYYY為止。
The office is currently closed.	辦事處現正關門。
We will give your enquiry our urgent attention when the office reopens.	辦事處重開時，我們會急切處理你的查詢。
We aim to reply within X working days.	我們旨在 X 個工作天內給你回覆。

### Stuck? Contact us on:

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help@geolanguages.co.uk  
www.geolanguages.co.uk