

บทที่ 15 การใช้สำนวนภาษาและประโยคสำเร็จรูป ในหนังสือราชการภาษาอังกฤษ

หนังสือราชการภาษาอังกฤษมีลักษณะเป็นภาษาเขียนที่เป็นทางการ สำนวนภาษาและประโยคที่ใช้จึงมีลักษณะเป็นทางการด้วย ในบทที่ 15 นี้ จะเป็นการนำเสนอสำนวนภาษาและประโยคสำเร็จรูปซึ่งเป็นที่นิยมใช้ในส่วนเนื้อเรื่อง (body) ของหนังสือราชการภาษาอังกฤษ ส่วนตัวอย่างการเขียนส่วนเนื้อหาของหนังสือราชการ ทั้งฉบับจะได้นำเสนอในการเขียนหนังสือราชการเพื่อจุดประสงค์ต่างๆ ในบทที่ 16 - 18 ต่อไป

เพื่อความสะดวกในการเลือกใช้สำนวนภาษาและประโยคสำเร็จรูปต่างๆ จากแต่ละช่องในตารางในการเขียนประกอบกับเนื้อหาสาระที่สามารถเพิ่มเติมได้ตามความเหมาะสมและสถานการณ์เฉพาะที่ต้องการใช้ต่อไป จึงได้กำหนดหัวข้อตามวัตถุประสงค์ในการเขียนดังรายละเอียดต่อไปนี้

- การอ้างอิงหนังสือ การติดต่อที่ผ่านมา หรือเรื่องเดิม

ก. การเขียนแบบขึ้นต้นประโยคด้วยบุพบทวลีและส่วนขยายก่อน แล้วจึงตามด้วยประโยคหลัก

With reference to your fax of June 10, 2010, concerning the selection of a qualified candidate, we are pleased to advise you that the Committee has selected Ms. (name) as a candidate to study at (name of university) under the scholarship offered by the University.

สำนวนอ้างอิง	คำแสดงความ เป็นเจ้าของ	สิ่งที่อ้างอิง	วันเดือนปีที่อ้างอิง	คำระบุสภาพหรือ การกระทำ (+ คำนามหรือ นามวลี)
According to	ชื่อตำแหน่ง's	agreement	dated 10 June 20--	concerning ...,
Following upon	ชื่อบุคคล's	conference	No. ... dated	exploring ...,
Further to	ชื่อหน่วยงาน's	discussion	of 10 June 20--	expressing ...,
In accordance with	my	e-mail	on	informing ...,
In acknowledging	our	fax		inquiring ...,
In compliance with	your	letter		regarding ...,
In continuation of		meeting		requesting ...,
In addition to		message		seeking ...,
In further reference to		note		stating ...,
In pursuance to		phone call		submitting ...,
In reference to		request		offering to ...,
In regard to		telegram		etc.

In reply to		telex		
In response to		visit		
Pursuant to		etc.		
Referring to				
Regarding				
Relevant to				
With reference to				
With respect to				

ข. การเขียนแบบขึ้นต้นด้วยประโยคหลัก

We acknowledge with thanks the receipt of your fax of June 10, 2010, concerning the selection of a qualified candidate. We are pleased to advise you that the Committee has selected Ms. (name) as a candidate to study at (name of university) under the scholarship offered by the University.

สำนวน/ประโยคที่ใช้ในการอ้างอิง	รายละเอียดต่างๆ ของสิ่งที่อ้างอิง
<p>I am pleased to confirm</p> <p>I am pleased to refer to</p> <p>I am writing with reference to</p> <p>I have the honour/pleasure to draw your attention to</p> <p>I have the honour to address myself to</p> <p>I/We have the honour/pleasure to refer to</p> <p>I/We refer to</p> <p>I/We thank you for</p> <p>I wish to address myself to</p> <p>I would like to draw your attention to</p> <p>I would like to make a reference to</p> <p>Kindly refer to</p> <p>Please refer to</p> <p>May I draw your attention to</p> <p>Recently, we had occasion to write to you about</p> <p>Reference is made to</p> <p>Thank you for</p> <p>We acknowledge with thanks the receipt of</p> <p>We are writing in response to</p>	<p>คำแสดงความเป็นเจ้าของ + สิ่งอ้างอิง + วันเดือนปีที่อ้างอิง + คำระบุสภาพหรือ การกระทำ + คำนามหรือนามวลี (เหมือนรายละเอียดในข้อ ก. ข้างต้น)</p>

• การกล่าวนำเข้าสู่เรื่อง

<p>I am writing to you to</p> <p>In this connection, I/we would like to</p> <p>In this regard, I/we wish to</p>	<p>คำกริยาไม่ผัน (กริยาช่องที่ 1) + กรรมและ/หรือ ส่วนขยาย</p>
<p>ตัวอย่าง</p> <ul style="list-style-type: none"> • <i><u>I am writing to you to</u> explore the possibility of British Government support for one of our officials to participate in a program of importance to the Office of the Civil Service Commission (OCSC).</i> • <i><u>In this regard, we wish to</u> explain the Royal Thai Government's fellowship allocation procedures which our department must follow to ensure that fellowships are awarded to the agencies with the highest priority.</i> 	
<p>As ... has told/informed you that</p> <p>As you may be already aware (that)</p> <p>As you may have been informed (that)</p> <p>As you may have realised (that)</p> <p>As you may know (that)</p>	<p>ประโยคย่อย (ซึ่งทำหน้าที่เป็นกรรมของข้อความส่วนแรก) แล้วจึงตามด้วยประโยคหลัก โดยมีเครื่องหมาย comma คั่น</p>
<p>ตัวอย่าง</p> <p><i><u>As you may know that</u> the Office of the Civil Service Commission (OCSC) is planning to send its officials to participate in a program of importance in the UK, I am writing to you to explore the possibility of British Government support for one of our officials.</i></p>	
<p>At the request of ..., I/we have the honour to write to you regarding</p> <p>I have the honor to convey to you</p> <p>It is a privilege to draw/direct your attention to</p> <p>I/We would like to draw/direct your attention to</p> <p>May I draw/direct your attention to</p> <p>We are writing regarding</p> <p>We would like to bring to your attention</p> <p>We would like to bring your attention to</p> <p>... would like to take this opportunity to draw your attention to</p>	<p>คำนามหรือนามวลี</p>

ตัวอย่าง

I would like to draw your attention to the Office of the Civil Service Commission (OCSC)'s request for British Government support for one of its officials to participate in a program of importance in the UK.

• การแจ้งข้อมูลข่าวสาร

... has/have the honour to propose that	ประโยค (เมื่อตามหลัง that)
... has/have instructed/requested me to inform you that	คำนามหรือนามวลี (เมื่อ
... has the honour of informing ... that/of/about	ตามหลัง of/about)
... has the honour to inform ... that/of/about	คำกริยา (เมื่อตามหลัง to)
I am instructed to have you informed that/of/about	
I am (most) happy/pleased (to be able) to have ... informed that	
I am pleased to advise that	
I am sorry to have to say that	
I am writing to inform you that	
I have been instructed to inform you that/of/about	
I have/take (great) pleasure in informing you that/of/about	
I have the honour to advise that	
I have the honour to inform ... that	
It gives me great pleasure to inform you that/of/about	
I/We regret to inform you that/of/about	
I wish to have you informed that/of/about	
I wish to inform you that/of/about	
I would like to inform you that/of/about	
Kindly be informed that/of/about	
Please be advised that/of	
Please note that	
This is to inform you that	
We are pleased to advise you that	
We are pleased to inform you of the following:	
We are writing with great pleasure to inform you that/of/about	

<p>We regret to say that</p> <p>We would be pleased to</p> <p>We would like to add that</p> <p>You will, no doubt, be interested to know that/of/about</p>	
<p>ตัวอย่าง</p> <ul style="list-style-type: none"> • <i><u>We are pleased to inform you that Mr. (name), STOU's faculty member, will be our representative at the above-mentioned meeting.</u></i> • <i><u>We would like to add that your international travel expenses to and from China, as well as domestic transportation costs in Thailand will be at our expense.</u></i> • <i><u>We would be pleased to welcome and render facilitation during your visit.</u></i> • <i><u>I wish to have you informed of the names of our representatives who will be attending the above-named seminar during 3-6 August, 2010 as follows: ...</u></i> • <i><u>I wish to inform you about the donation of used computers for an educational programme in Phrae.</u></i> 	
<p>I/We have the honour in forwarding</p> <p>I/We have the honour to submit</p> <p>We are delighted/happy/pleased to furnish you with the information concerning</p>	<p>คำนามหรือนามวลี</p>
<p>ตัวอย่าง</p> <ul style="list-style-type: none"> • <i><u>I have the honour in forwarding the news that Ms. (name) has been appointed to the new post of Deputy Permanent Secretary, Office of the Prime Minister, and will be leaving our department by the end of this month.</u></i> • <i><u>We are pleased to furnish you with the information concerning the fact that any material, supplies, or equipment purchased on a tax reimbursement basis must be imported into the Kingdom.</u></i> 	

• การกล่าวถึงข้อมูลข่าวสารที่ได้รับ/รับทราบ

As we have been informed that/of/about As we have learned that/of/about	ประโยค (เมื่อตามหลัง that) คำนามหรือนามวลี (เมื่อตามหลัง of/about) ซึ่งทำหน้าที่เป็นกรรมหรือส่วนขยายของข้อความ ส่วนแรก แล้วจึงตามด้วยประโยคหลัก โดยมี เครื่องหมาย comma คั่น
<p>ตัวอย่าง</p> <ul style="list-style-type: none"> • <i>As we have been informed about your retirement at the end of this year after a distinguished career in the service of your country, we take great pleasure in inviting you and your spouse to visit Thailand as official guests of the Ministry of Foreign Affairs.</i> • <i>As we have learned that in principle you have no objection to reimbursing the duties paid on the donated equipment, we wish to convey our sincere thanks and gratitude to you for the kind cooperation.</i> 	
I am given to understand (that) I am (very) delighted/happy/pleased/sorry/etc. to learn (from your letter) that/of/about I have learned/read with great interest (that) It came to my attention that It has been brought to my attention that It has been made known to us (that) It is most considerate of you to have informed us that/of/about It is regrettable that It is (to) my understanding that It saddens/saddened me to learn that/of/about It was with great pleasure that we learned that/of/about It was with deep regret that we learned of/about I was sorry to learn that/of/about We are sorry to learn from your letter that We have been informed by ... that/of/about We have received a communication/letter/fax from ... stating (that)	ประโยค (เมื่อตามหลัง that) คำนามหรือนามวลี (เมื่อตามหลัง of/about)

ตัวอย่าง	
<ul style="list-style-type: none"> • <i>It saddened me to learn that you will be leaving us next month for your new posting.</i> • <i>I was very sorry to learn about your illness which may deprive us of your service.</i> 	
... has made known to us its wish to ... has informed us of its interest in	คำกริยาไม่ผัน (กริยาช่องที่ 1) + กรรมและ/หรือ ส่วนขยาย (เมื่อตามหลัง to) คำนาม นามวลี หรือ Gerund (กริยาเติม ing) (เมื่อ ตามหลัง in)
ตัวอย่าง	
<ul style="list-style-type: none"> • <i>The UNDP has made known to us its wish to send experts in various fields to be counsellors for the Ministry's new developmental projects.</i> • <i>USAID has informed us of its interest in sending experts in various fields to be counsellors for the Ministry's new developmental projects.</i> 	

- การแจ้งให้ทราบถึงเรื่องที่ได้ดำเนินการไปแล้วหรืออยู่ระหว่างดำเนินการ

I/We have	conveyed forwarded received relayed transmitted	your Your Excellency's etc.	message proposal request	for	... approval. ...consideration. ... review.
I/We have	carefully	considered examined reviewed	your Your Excellency's etc.	message. proposal. request.	
We are	at the moment currently now presently	considering examining reviewing			
	in the process of				
Your request has been received and is being given due consideration.					

• การระบุประเด็นที่พิจารณาหรือปัจจัยที่เกี่ยวข้อง

According to	the urgency of the matter,	ประโยคหลัก
After considering/reviewing	these considerations/factors, etc.,	
As for	คำนามหรือนามวลีอื่นๆ,	
Considering	etc.	
Having considered/reviewed		
In connection with		
In consideration of		
In view of		
Owing to		
Regarding		
Taking into account		
ตัวอย่าง		
<ul style="list-style-type: none">● <i><u>According to</u> established procedures, any request of this nature should be made by the Government of the Republic of India to the Royal Thai Government, through the Royal Thai Embassy in New Delhi.</i>● <i><u>Having reviewed</u> matters, we are of the opinion that it may be advantageous for STOU to obtain more relevant information on this issue.</i>		

• การแสดงความคิดเห็นหรือการเห็นชอบ

I/We (do) agree that/with/to	ประโยค (เมื่อตามหลัง that) คำนามหรือนามวลี หรือ หรือ Gerund (กริยาเติม ing) (เมื่อตามหลัง with/to)
... have agreed that/with/to	
It is agreed (in principle) that	
We are in agreement with	
We are of the opinion that	
We are pleased to advise that	
We have no objection to	

ตัวอย่าง

- *The Thai authorities concerned have agreed to arrange a study programme for the said candidate as requested.*
- *We are pleased to advise that, in principle, we have no objection to reimbursing the duties paid on the donated equipment.*
- *We would like to inform you that we agree to extend the MOU for one year until December 31, 2010.*

• การระบุหรือยืนยันว่าจะแจ้งผลให้ทราบ

It will be in my interest We shall not fail We will try our best	in informing you of the outcome of our consideration. to keep you informed at the earliest opportunity.
Please be assured that	you will be promptly notified of our decision at the earliest opportunity. we will have you informed of our decision by July 23, 2010 as requested.

• การเสนอแนะวิธีปฏิบัติ

It might be (<i>adj.</i>) to May we suggest ... to We would like to suggest ... to	คำกริยาไม่ผัน (กริยาช่องที่ 1)
It is proposed that We would like to propose/suggest that	ประโยค

ตัวอย่าง

- *We would like to suggest it would be best for you to send us all candidates' test results by 21 March 2010 for consideration.*
- *We would like to suggest that all candidates' test results be sent to us by 21 March 2010 for consideration.*

• การให้คำอธิบายและเหตุผลเพื่อความกระจ่าง

I find it necessary to It is necessary to We wish to We would like to		คำกริยาไม่ผัน (กริยาช่องที่ 1)	
I find it necessary It is necessary We wish We would like	that to clarify that to point out that to clarify that to point out that	ประโยค	
ประโยค		because for since	ประโยค
		because of due to	คำนามหรือนามวลี
ตัวอย่าง <i>We wish to point out that the programme budget must be submitted for our consideration along with the details of the proposed programme.</i>			

• การให้ความมั่นใจ

I/We would like to assure you of I/We should like to repeat the reassurance of my/our full support for	คำนามหรือนามวลีหรือ Gerund (กริยาเติม ing)
I/We would like to assure you that Please be/rest assured that	ประโยค
ตัวอย่าง <i>We would like to assure you of continuing cooperation from the newly appointed Chief of the United Nations Sub-Division, and her staff.</i>	

• การเสนอเรื่องเพื่อพิจารณาตอบรับและให้คำยืนยัน

We are writing	to request the approval of	the offer of
We have the honour	to submit for your approval	the proposal of
It would be greatly appreciated	to have your confirmation of	the request of
We would be (most) grateful		
We would appreciate your confirmation on		

• การขอทราบความคิดเห็น ข้อเสนอ และการเห็นชอบ

We would appreciate receiving	clarification	from ... on this matter.
We would like to seek (your)	concurrence	on this matter.
We do hope that	the arrangement	will meet with your approval.
	the proposal	will meet with your concurrence.

• การขอให้แจ้งผลให้ทราบ

I shall be awaiting		a favourable reply in due course.
I should be most grateful to have		a favourable reply on your part.
It would be greatly appreciated if this request would receive		your confirmation of
I would be most grateful if you let me know of		your (favourable) reply.
We would greatly appreciate learning of		your favourable consideration/
I am looking forward to	hearing	support.
I look forward to	receiving	
We are looking forward to		
Please advise/inform us of the outcome of your consideration		at your earliest convenience. by <u>วันเดือนปี</u> . in due course.
Your immediate/urgent response		will/would be greatly/highly/much
Your informing us of the outcome of your consideration		appreciated.
Kindly have us advised/informed of + คำถาม		
We stand to be advised accordingly.		
We wish to be advised whether + ประโยค		

• การขอร้องให้ช่วยติดต่อ/ดำเนินการ

<p>I/We request</p> <p>I/We (, therefore,) seek</p> <p>I/We wish to request</p> <p>I/We would be grateful for</p> <p>I/We would be highly appreciative</p> <p>to be provided with</p> <p>I/We would (greatly) appreciate</p> <p>I/We would like to seek</p> <p>We have the honour to request</p> <p>We have the honour to seek</p>	<p>any</p> <p>your (kind)</p>	<p>assistance</p> <p>collaboration</p> <p>consideration</p> <p>cooperation</p> <p>help</p>	<p>in</p> <p>in advising us on</p> <p>in clarifying</p> <p>in forwarding/transmitting</p> <p>the request.</p> <p>in informing us of</p> <p>(so that)</p> <p>in proceeding with the</p> <p>necessary appropriate</p> <p>arrangements.</p> <p>you might/could extend on</p> <p>this matter.</p>
<p>I am wondering</p> <p>It would be greatly/highly appreciated</p> <p>I/We should/would be (most) grateful</p> <p>I/We was/were wondering</p> <p>I/We would be most appreciative</p> <p>I/We would appreciate it (very much)</p>			<p>if you could arrange to</p> <p>if you could, at your earliest convenience,</p> <p>forward to us</p> <p>if you could convey my best wishes and</p> <p>warm personal regards to</p> <p>if you could forward the request to</p> <p>if you could keep me/us informed of</p> <p>if you could kindly advise us of ...</p> <p>if you could kindly provide the authorities</p> <p>with the necessary information.</p> <p>if you could let me/us know of</p> <p>if you could let us learn of your decision as</p> <p>soon as possible.</p> <p>if you could proceed with</p> <p>if you could furnish/provide/supply us with</p> <p>the details of</p> <p>if you would kindly</p>

It is requested that We would like to request that	ประโยชน์
Could/Would you please Would you be good enough to	คำกริยาไม่ผัน (กริยาช่องที่ 1)
Your kind and urgent transmittal of the information would be greatly/highly/much appreciated.	
<p>ตัวอย่าง</p> <ul style="list-style-type: none"> <i>We, therefore, seek your kind cooperation in forwarding this matter to the authorities concerned.</i> <i>We would like to request that this study tour take place during the last week of August and the first week of September.</i> <i>In this connection, we would like to request your kind cooperation in arranging the wonderful performances, with about 130-140 performers, to show as a part of our festival during 1 - 14 December, 2010, in Bangkok, Chon Buri (Pattaya), Songkhla (Hat Yai), and Phuket.</i> 	

• การเรียกความสนใจหรือความเอาใจใส่เป็นพิเศษ

Kindly note that Please (also) note that	draw your special attention to the fact that mention that point out that remind you that	ประโยชน์
We wish to We would like to		
Please pay special attention to We wish to draw your special attention to We would like to draw your special attention to		คำนามหรือนามวลี

• การขอให้แจ้งให้ทราบหากต้องการรายละเอียดเพิ่มเติม

Should further detailed information be required, Should you need further information/clarification,	please do not hesitate to ask. please do not hesitate to communicate to us. please feel free to ask. please have me/us so advised/informed. please let me/us know.
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• การขอให้แจ้งให้ทราบหากต้องการความช่วยเหลือ

Should this office be of any assistance/service to you in this matter, (please) Should you need further assistance/information/clarification, (please)			do not hesitate to ask. do not hesitate to communicate to us. do not hesitate to contact us. feel free to ask. have me/us so advised/informed. inform us. let me/us know.
Please	contact us let us know	if we can be of any	assistance. further help (to you).

• การตอบรับ

I/We	accept with pleasure acknowledge with thanks the receipt of am/are delighted to accept am/are (most) happy/honoured/ pleased to accept have great pleasure in accepting	your	invitation offer proposal report	to + คำกริยา ไม่ผัน (กริยาช่องที่ 1)
I/We/ They He/She/ The Department	have/has found	the arrangement the proposal your recommendation your suggestion(s)	(as prepared by ...) (as presented by ...)	acceptable. suitable.

We take great pleasure in informing you that ... is delighted to accept your kind offer. Your proposal/suggestion/recommendation has been well received.		
The Committee/Board/Office has given its	confirmation for the proposal.	
	approval of	the/your appointment. the/your recommendation. the/your suggestion. the/your project.

• การตอบปฏิเสธ

I/We/They/ He/She/ข้อบุคคล	regret(s) being unable to will be unable to	accept your kind invitation. provide information on this matter.	
		attend participate in take part in etc.	the conference. the convention. the workshop. etc.
... has asked me to express his/her regret that I am sorry to have to say that I wish to inform you with regret that ... regrets that We are sorry to have to inform you that We regret that We regret to inform you that We regret to say that		ประโยค	
ตัวอย่าง			
<ul style="list-style-type: none">• <i><u>He regrets that</u> previous commitments prevent him from accepting your kind invitation.</i>• <i><u>I wish to inform you with regret that</u> he died as a consequence of his injuries.</i>• <i><u>We regret that</u> the Minister will be unable to accept your kind offer.</i>• <i><u>We regret</u> not being able to convey to you more information on this matter.</i>			

- การระบุดสาเหตุของการตอบปฏิเสธ (ถ้าวนต่อไปนี้เป็นส่วนขยายประโยคหลัก จึงต้องวางไว้ข้างหน้าหรือท้ายประโยคตอบปฏิเสธ ไม่สามารถอยู่ตามลำพังได้)

because of due to made impossible by owing to	a prior engagement a prior special assignment a sudden indisposition an (urgent) official function previous commitments unforeseen circumstances
ตัวอย่าง <ul style="list-style-type: none"> • <i>The Director-General has asked me to express his regret that <u>due to</u> a prior engagement he could not attend the conference and was unable to accept your invitation.</i> 	

- การแนะนำบุคคล

I am (most) pleased I have the honour It gives me great pleasure It is a great honour for me I wish May I have the honour Permit me Please allow me	to introduce (to you)	ชื่อบุคคล
May I introduce (to you) We take great pleasure in introducing (to you)		

- การแสดงความขอบคุณ

I am most delighted to have learned of I am very grateful for I greatly appreciate I have received I must thank you for	the your	continued cordial excellent expeditious kind	acceptance to be a guest speaker at our seminar. assistance accorded us during our brief stay in your beautiful country.
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<p>I should like to express my deep/ personal appreciation for</p> <p>I thank ... (very) sincerely for</p> <p>I wish to convey my appreciation for</p> <p>I wish to express my most sincere appreciation and thankfulness for</p> <p>I wish to express my sincere appreciation for</p> <p>I wish to thank you (most kindly) for</p> <p>I would like to express our sincere thanks for</p> <p>I/We would like (to take this opportunity) to express our (heartfelt) gratitude/appreciation for</p> <p>I would like to thank you (most sincerely) for</p> <p>... joins me in thanking ... for</p> <p>Please accept my/our appreciation for</p> <p>Thank you (very much) for</p> <p>We appreciate</p> <p>We are greatly appreciative of</p> <p>We are/would be most grateful for</p> <p>We hasten to thank you for</p>		<p>thoughtful</p> <p>warm</p> <p>wonderful</p> <p>* ต้องเลือก ใช้คำให้ เหมาะสมกับ คำนามที่ ตามมา</p>	<p>assistance and close cooperation.</p> <p>attention and consideration (in this matter).</p> <p>attention and cooperation (in this matter).</p> <p>consideration in</p> <p>expression conveyed/ extended to me/us on</p> <p>expression of</p> <p>generosity.</p> <p>hospitality (extended to us during our stay in)</p> <p>invitation.</p> <p>invitation and the excellent arrangements you have made.</p> <p>letter of</p> <p>letter in which you</p> <p>message of condolences.</p> <p>message of congratulation.</p> <p>message of sympathy.</p> <p>message of ... on</p> <p>reception.</p> <p>support.</p> <p>thoughts extended to us on</p> <p>transmittal of the information.</p> <p>welcome.</p> <p>words expressed on</p>
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It would be greatly appreciated if you would We would greatly appreciate it if you would	submit your project proposal by July 12, 2010. submit his/her qualifications for our approval.
<p>Your continued assistance (in this matter)</p> <p>Your Excellency's confirmation by March 10, 2010,</p> <p>Your favourable consideration of this matter</p> <p>Your further arrangement in this matter</p> <p>Your kind acceptance as our guest speaker</p> <p>Your kind consideration/concurrence (in this matter)</p> <p>Your kind cooperation/assistance in (in due course)</p> <p>Your kind cooperation as to ...</p> <p>Your kind cooperation (in conveying this information to the authorities concerned)</p> <p>Your kind transmittal of this information to the authorities concerned</p>	will/would be greatly/highly/much appreciated.
<p>ตัวอย่าง</p> <ul style="list-style-type: none"> • <i><u>I wish to thank you for your most kind assistance.</u></i> • <i><u>I wish to convey my appreciation for the cordial hospitality which was so kindly accorded.</u></i> • <i><u>I would like to express my deep appreciation for your kindness and hope that you will accord me the privilege of welcoming you in person in Bangkok.</u></i> • <i><u>I would like to thank you most sincerely for Your Excellency's warm welcome and the hospitality accorded me, and for all the assistance rendered by your Excellency's staff which made our stay a most enjoyable one.</u></i> • <i><u>It was my great pleasure to meet His Excellency again and renew our acquaintance.</u></i> • <i><u>We would be most grateful if you could transmit the request to the authorities concerned.</u></i> • <i><u>Your kind and expeditious transmittal of the information would be very much appreciated.</u></i> 	

- การแสดงความเสียใจและขอโทษเมื่อเป็นเหตุให้เกิดความไม่สะดวกจากการตอบปฏิเสธหรือการเลื่อนกำหนดการ

I am sorry for Please excuse us of We regret We sincerely apologize for	any inconvenience	the cancellation the change (in the program) the delay the indisposition this matter the Office/Department the postponement we	might have caused.
		which may arise in this matter.	

- การแสดงความเศร้าโศก

I am deeply grieved at the sad news of I am saddened at I have heard with deep regret the news of I have learned with grief of I have learned with profound sorrow of It grieves me to learn of It is with deep/profound regret that we have learned about/of It is with sadness that I/we have learned of It is with the deepest regret I have learned the sad news of It was a (great) shock to hear the sad news of It was with deep/deepest sorrow that I learned of I was most distressed to hear of We are grieved to hear/learn of We feel a deep personal loss at We have been deeply grieved to learn of We were saddened to be informed of	the accident the demise of the passing of the (sudden) death of the sudden and untimely departure of etc.
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<p>I beg to convey through ... the expression of our sympathy</p> <p>I wish to express my profound and sincere condolences</p> <p>I wish to extend my heartfelt condolences</p> <p>... join(s) me in extending our deepest sympathy</p> <p>May I express my sympathy and sincere condolences</p> <p>May I offer my sincere sympathy</p> <p>We wish to convey our heartfelt condolences</p>			<p>for the loss.</p> <p>for the great loss and damage.</p> <p>to ... on this sad occasion.</p> <p>to ... on your bereavement.</p> <p>for the family in bereavement.</p>
I join ...	in conveying	our deepest sympathy	
... join(s) me	in extending	our heartfelt condolences	
<p>May I join you in your bereavement and offer my deep and sincere sympathy.</p> <p>We join ... in your hour of bereavement and in your prayers for his/her/their eternal repose.</p>			
<p>I hope that you would be kind enough to convey to ...</p> <p>Let me convey to ...</p> <p>May I on this sad occasion extend to ...</p> <p>Please accept</p> <p>Please convey to ...</p> <p>We hasten to express to</p> <p>We respectfully extend</p> <p>We wish to express to ...</p> <p>Would you be kind enough to convey to ...</p>			<p>my deepest condolences (for ...).</p> <p>my heartfelt condolences (for ...).</p> <p>my sincere sympathy and condolences (for ...).</p> <p>our deepest sympathy and condolences (for ...).</p> <p>our most heartfelt condolences and deepest sympathy in your/his/her/their great loss.</p> <p>our most sincere condolences (for ...).</p>

ตัวอย่าง

- *It grieves me to learn of the accident in which Mr. and Mrs. C. Johnson were killed.*
- *Please accept our deep condolences for the great loss and damage caused by the earthquake in Chengdu and Sichuan. We hope that all the incidents will be well ended, and the affected areas will be restored soon.*
- *May I express our deep condolences to the family of Mr. Henry White and say that we join them in their bereavement.*
- *May I join you in your bereavement and offer, on behalf of the Department, my deep and sincere sympathy at such a tragic loss.*
- *We feel a deep personal loss at his sudden and untimely departure.*
- *We wish to express our deepest sorrow to you and your family and join you in your personal bereavement.*

• การแสดงความยินดี

Congratulations (to you) I convey our warmest congratulations to you I would like to congratulate you May I congratulate you Please accept my congratulations	on on the (auspicious) occasion of	your	achievement. appointment as new appointment. recent promotion. success in
	on becoming on being on having		

• การอวยพร/แสดงความปรารถนาดี

I would like (to take this opportunity)	to convey	my	best wishes to ... on/for
We are (very) pleased	to express	our	sincere good wishes for
We take this opportunity	to extend		
We wish	to offer		
We would like			
We take great pleasure in extending our warmest wishes to ... on			
I wish you	continuing/further success.		
My very best wishes for	even greater success.		
Please accept my wishes for	future/continued prosperity.		
Wishing you	good health.		
Wish you	happiness.		
	much success in the future.		
	a quick recovery.		
ตัวอย่าง			
<ul style="list-style-type: none"><i>I would like to convey my best wishes and warm personal regards to your Excellency and Madam.</i><i>We take this opportunity to express our sincere good wishes for the success of the conference.</i>			

• การฝากความระลึกถึง

It would be greatly appreciated if you could (kindly)	convey	my	best regards/wishes	to
I would appreciate it if could	pass along	our	warm (personal) regards	
I would like to				
Please				
Please be kind enough to				

• การแสดงความหวังที่จะได้พบปะกัน/ทำงานร่วมกัน/ตอบแทนความมีน้ำใจ

I hope I will one day have I look forward to I should like to express the hope that you will accord me	an opportunity to the privilege to	entertain welcome work with you in the future.
I/We (very much) hope I/we shall have We hope to have	an opportunity of the privilege of	entertaining welcoming working with you in the future. etc.
<p>ตัวอย่าง</p> <p><i>I hope that we shall have the opportunity and privilege to reciprocate your Excellency's warm hospitality in the future.</i></p>		

• การระบุสิ่งที่ส่งมาด้วย

Attached (herewith) please find Enclosed (herewith) please find Enclosed is/are I am glad to (be able to) furnish you with I have the honour to enclose (herewith) I have the pleasure of enclosing (herewith) I hereby enclose I take pleasure in enclosing Please find enclosed We are enclosing We are happy to furnish you with We enclose (herewith) We have enclosed We submit herewith	a copy of ... detailed information relevant documents the ... the (requested) information/document	concerning for for your further action. for your information. for your (further/ preliminary) consideration/perusal. on regarding
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A copy of ...	appear(s) in the enclosure	
Detailed information (regarding ...)	is/are (also) attached	
Relevant documents	(herewith) is/are (also)	
The ...	enclosed (herewith)	
The requested information/document	is/are (herewith) enclosed	
<p>ตัวอย่าง</p> <p><i>I take pleasure in enclosing, for the Embassy's files, 4 copies of form FE2a for the above-mentioned experts.</i></p>		

- การแสดงความหวังว่าสิ่งที่ส่งมาให้เป็นประโยชน์

I (do) hope (that)	the above/attached/enclosed	will be of some benefit/use
I sincerely hope (that)	booklet/document/information/etc.	for
We (do) hope that	you would find the above/attached/	appropriate (for ...).
It is hoped that	enclosed booklet/document/ information/etc.	beneficial (for ...). useful (for ...).
<p>ตัวอย่าง</p> <p><i>I sincerely hope the enclosed document will be of some benefit for our future cooperation.</i></p> <p><i>We hope that you will find the above information useful for your further arrangements.</i></p>		

- ข้อความหรือประโยคลงท้ายก่อนจบส่วนเนื้อเรื่อง

การให้ความมั่นใจเกี่ยวกับการให้ความร่วมมือ

Accept, Excellency, the assurances of our highest consideration.

I avail myself of this opportunity to renew to Your Excellency the assurances of my highest consideration.

Please be assured of our full cooperation.

Please stand assured of our continued appreciation and co-operation.

การให้ความมั่นใจเกี่ยวกับการแจ้งผลการพิจารณา

It will be my concern to inform you at the earliest opportunity.

Please be assured that you will be notified of our decision at the earliest opportunity.

We shall not fail to inform you of the outcome of our deliberations.

การแสดงขอบคุณเกี่ยวกับการพิจารณา ความอนุเคราะห์ หรือความร่วมมือที่ได้รับ/หวังว่าจะได้รับ

I would like to avail myself of this opportunity to express our sincere thanks and appreciation for your help.

It would be greatly appreciated if this request would receive your favourable support.

Thank you for any kind cooperation you may wish to consider.

Thank you very much for your kind attention and consideration.

We remain most thankful for your kind co-operation.

We sincerely hope to receive your kind cooperation in this matter.

We would appreciate your cooperation in informing us of the outcome at your earliest convenience.

We would appreciate your giving this matter your early attention.

We would appreciate it if you would convey the previously-mentioned information of Ms. (name).

We would appreciate it if you would let us know at your earliest convenience whether this request can be approved.

We would be most appreciative of your kind cooperation in transmitting the information.

Your continued assistance in this matter will be much appreciated.

Your Excellency's kind concurrence in this matter will be highly appreciated.

Your Excellency's kind consideration to this matter would be greatly appreciated.

Your favourable consideration of this request would be highly appreciated.

Your kind co-operation is, as always, very much appreciated.

Your kind consideration will be highly appreciated.

Your offer and support are always greatly appreciated.

การแสดงความหวังว่าจะได้รับการตอบกลับ/ตอบรับ

I am looking forward to receiving your favourable reply.

I shall be awaiting a favourable reply from you.

I shall be most pleased to hear from you.

Please advise me of the outcome in due course.

We are looking forward to a favourable reply in due course.

We are looking forward to hearing from you.

We are looking forward to receiving your reply.

การแสดงความเต็มใจให้ข้อมูล/ความช่วยเหลือเพิ่มเติม

Should further detailed information be required, please do not hesitate to communicate with us.

We look forward to hearing from you soon.

Should this office be of any assistance to you in this matter, please do not hesitate to ask.

Should you need further information (clarification)

please do not hesitate to ask.

please feel free to ask.

please have me so advised.

please let me know.

การลงท้ายแสดงความระลึกถึง/ความปรารถนาดี

With best regards.

With best wishes.

With warm personal regards.