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例Dear Mr. / Ms, We should like to invite your Corporation to attend the 2000 International Fair which will be held from August 29 to September 4 at the above address. Full details on the Fair will be sent in a week. We look forward to hearing from you soon, and hope that you will be able to attend. Yours faithfully 尊敬的先生/小姐，在上述地址，我们想请贵公司参加于八月二十九日到九月四日举办的2000国际商品交易会，关于交易会的详情我们一周内将寄给你。希望不久能收到你的来信，并能来参加。您诚挚的

二、对邀请函肯定答复的范例 Dear Mr. / Ms, Thank you for your letter of June 28 inviting our corporation to participate in the 2000 International Fair. We are very pleased to accept and will plan to display our electrical appliances as we did in previous years. Mr. Li will be in your city from July 2 to 7 to make specific arrangements and would very much appreciate your assistance.

Yours faithfully 尊敬的先生/小姐，感谢六月二十八日来信邀请我们公司参加2000国际商品交易会。我们乐于参加并计划展示我们前几年生产的电子设备。李先生将于七月二日至七日去你市做具体安排，非常感谢你的协助。你诚挚的

三、对邀请函否定的答复范例Dear Mr. / Ms, Thank you very much for your invitation to attend the 2000 International Fair. As we are going to open a repair shop in your city at that time, we are sorry that we shall not be able to come. We hope to see you on some future

occasion. Yours faithfully 尊敬的先生/小姐，非常感谢您邀请我们参加2000国际商品交易会。由于我们将于同一时间到你市新开一家维修店，非常抱歉我们不能前去。希望以后在某些场合见到您。 100Test 下载频道开通，各类考试题目直接下载。详细请访问 [www.100test.com](http://www.100test.com)