怎样英文答复商务约会? PDF转换可能丢失图片或格式,建议阅读原文

https://www.100test.com/kao_ti2020/132/2021_2022__E6_80_8E_E6_A0_B7_E8_8B_B1_E6_c96_132902.htm 谢谢您22日要求安排会面的来信。科尔先生很高兴于5月20日星期二中午11点在我们的汉堡办公室见您。他是我们化学品部的一位高级研究官员。您到达汉堡时,请与科尔先生的秘书联系。Johnsons Pharmaceuticals, 118 High Street, Birmingham, SQ7 9KS. 29th April, 19-- Dear Mr. Wetherby: Thank you for your letter of the 22nd, in which you requested an appointment. Mr. Kohl will be pleased to receive a visit from you on Tuesday, the 20th of May, at 11:00 a.m. in our Hamburg office. He is a Senior Research Officer in our Chemicals Division. When you arrive, please ask for Mr. Kohls secretary. Yours faithfully, L.A.Rudolph (Miss) 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