

商务英语写作范文125 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/150/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_150386.htm Gentlemen : This is to inform you that we are unable to make delivery on the above referenced purchase order on the date indicated. We should have our merchandise ready to ship within 10 days of the original delivery date and we hope that you can hold off until that time. We did want to inform you of this delay as soon we were advised in order to give you as much time as possible to make alternate arrangements , if necessary. We can assure you , however , that if your order remains in force we will expedite delivery to you as soon as we have received the merchandise. Please accept our apology for this delay and thank you for your understanding. 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