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1. The top part of a business letter
日期：Date: 23 December 2000
地址：Mr. James Green
Sales manager
BBB PLC
55-60 Old St, London E6 6HG
称谓：Dear Mr. Green (Dear Gentlemen, Dear Sir, Dear Sirs, Dear Madam)
2. The body part of a business letter
标题（可以不要）正文
3. Look at the two endings of business letter below. Notice the useful phrases that are used in these letters.
(1) Please let me know if this is convenience. I look forward to hearing from you.
Best wishes
Yours sincerely, (signature) Ms. Gillian Janes
Personnel Nanager
(2) Please phone us to confirm the details. We look forward to receiving your comments.
Yours faithfully (signature) for Ms. Gillian Jones
Personnel Manager
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