

BEC商务英语教程-邀请函和访问安排 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_BEC_E5_95_86_E5_8A_A1_E8_c85_150531.htm 商务访问和谈判是商务活动

的一项重要内容，为使访问能够顺利、成功，在成行之前都需通过信函作细致的旅行和访问安排。主要的信函包括：1.

提出访问建议2. 邀请访问3. 组织访问团组，提供名单及有关资料4. 正式邀请函5. 访问日程安排6. 答谢信(Example)1.Dear

Darryl Auden, We are glad to hear through the British Embassy that you would like to bring a trade delegation to China in March on a

study tour of three weeks. It will be a great pleasure for our company to act as sponsors for your delegation. We will act in cooperation

with all the organizations you wish to meet in arranging your program and will try our best to ensure that your visit will be a

rewarding one. We suggest your delegation arrive on Monday, 6th March. Your program could be designed to cover 3 weeks. If this

period is not convenient to you, please inform me the soonest of the date on which you prefer to arrive that we can make necessary

alternative arrangements on this date. Please furnish us with all the passport details of your delegation member so that we can send you a

formal invitation for your visa purpose. We look forward to the pleasure of welcoming you here. Yours faithfully, ***2. Gentlemen: We

have the pleasure to announce that our Import Manager, Mr. Walten wishes to visit your country in April this year in order to establish

firm business relations with manufacturers of Household Commodities for importation to the United States. We should be

grateful, therefore, if you would furnish us with an invitation to the Guangzhou Fair. Very truly yours, ***3. Dear Mr. Johns, It was with great pleasure that I learned of your intention to visit China early in May. I look forward to welcoming you to my country and discuss with you our latest developments in oil products trading. Yours sincerely, ***4. Dear Sirs, We are sending you a revised list of the members of our Presidents delegation, in protocol order. We wish to advise you that Mr. Bakker, manager of our Export Promotion Department, has been added to the delegation. Thank you and best regards. Truly yours, ***5. Dear Mr. Tay, Back now in my own country I wish to thank you sincerely for your hospitality extended to me during my stay in Singapore. The opportunity to meet you and your colleagues is something I had long looked forward to, and I can only hope now that one day I may be able to receive you here. I thank you once again. Sincerely yours, ***

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