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(Example)1. Dear Sir, I am pleased to advise that a trade mission from Australia comprising 12 members from leading chemical manufactures will visit the Republic of China during November, 1993. In this connection, Mission Member Mr. Bernard Rogers, South Australian Manager of Bank of New South Wales, would very appreciate the pleasure of calling on you at your office at 11:00 18th November, 1992 to discuss matter fo mutual interest. The visit would last up to half an hour. I would appreciate your kind advice as to whether the proposed appointment would be suitable for you. I wish to thank you in advance for any assistance you can extend to the visitor. Yours faithfully, ***

2. Dear Mr. Kotwal, This is to introduce to you Mr. D. S. Lee, the son of a very close friend fo mine. Mr. Lee has just passed this MBA from the Institute of Manatement. Two years ago he passed his B.E. (Mechanical) from I.I.T. with distinction. Besides having a brilliant academic record, he is of cheerful disposition and can get along easily with people. He is now looking for a suitable job and I thought I should send him to you just in case you have an opening for a young man of his qualification. I trust you will be able to spare a few minutes to talk to him about his interests

and areas of specialisation. If there is no immediate vacancy in your company, I should be grateful if you could refer him to some other organization. And what about the holidays we planned for October which is just two months away? If you convey your firm yes by return mail, I shall go ahead with the arrangements. With kind regards and best wishes. Yours sincerely P.N. Tay

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