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https://www.100test.com/kao_ti2020/150/2021_2022__E5_A4_96_E8_B4_B8_E5_87_BD_E4_c85_150819.htm 范例二 Dear sir, Firstly, We ' d like to apologize for the late reply due to the problem of our computer network. We have repaired the machine and mailed back to you. Do you receive it ? The repair charge is US\$ 1500, and the receipt will be based on the US\$1200 as you requested. After the confirmation, please transfer US\$1500 repairing charge to the following a/c : To show our sincerity, we are willing to reduce price of RS10000 to the lowest US \$114,000 . Besides, regarding to the 3 items you request, we will mail to you by express . Thank you for your cooperation and we wish you success in your business. P.S.: We are the SMT Machine manufacturer, and we only produce the new machines. Since we do not carry on the sales of used machines, we are unable to provide you the related information. 参考译文：您好：首先，我们必须向您致歉，由于敝公司计算机网络的问题，以致信件延迟至今才能回复您，请您见谅。您送修的机器已经修理完成且已寄回，不知您收到没？修理的费用是1500美元，发票开立如您所要求1200美元，如果确认无误，请贵公司将修理费用1500美元汇至下列账户：为了表示我们的感谢，我们会将S10000的价格降至最低114,000美元。另外您要的三项东西，我们会用快递寄去给您。谢谢您的合作，并祝事业昌隆！ P.S.：敝公司是一家SMT的制造商，生产的都是全新的机器，并无经营旧机器的买卖，所以很抱歉，无法提供您所需求的信息。 100Test 下载频道开通，各类考试题目直接

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