

BEC商务英语示例（二）PDF转换可能丢失图片或格式，建议阅读原文

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尊敬的先生/小姐 我现正在汉堡参观港口，以让欧洲了解并使用我们的新型集装箱。星期三即六月4日，我将到安特卫普，我会于当天下午2：00打电话给你。对此约定如不来信，我将认为于这个时间打电话是方便的。您诚挚的

4. Dear Mr. / Ms , Mr. Jack Baron , our personnel director , has asked me to acknowledge your application for the post of accountant and to ask you to come to see him on Friday afternoon , 5th July , at half past two. I will appreciate your letting me know whether you will be able to come. Yours faithfully

尊敬的先生/小姐 杰克巴伦先生，我们的人事主任，让我向你申请会计职位表示感谢，并请你于7月5日星期五的下午两点半来见他。是否能来，请告知，多谢。您诚挚的

Dear Mr./ Ms , Thank you for your letter of yesterday inviting me to come for an interview on Friday afternoon , 5th July , at 2 : 30. I shall be happy to be there as requested and will bring my diploma and other papers with me. Yours faithfully

尊敬的先生/小姐 谢谢昨日来信通知我面试，我将于要求的7月5日，周五下午两点半到达，并带去我的证书及其它书面材料。你诚挚的

C.通知与确认 Acknowledgments & Confirmations \* 通知对方接到来

信 Acknowledging receipt of letters \* 1. Dear Mr. / Ms , hank you for your letter No. A-3 of 6th May , offering us 6 UI-4 Viewdatas.

We have passed it on to our Technical Department for their

consideration. We shall reply as soon as possible. Yours faithfully

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