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https://www.100test.com/kao_ti2020/150/2021_2022_BEC_E5_95_86_E5_8A_A1_E8_c85_150971.htm Dear Mr. / Ms , We have opened at the above address a sales office for our products here in New York. We employ a staff of consultants and a well-trained service department which makes routine checks on all equipment purchased from us. We would be pleased if you would take full advantage of our services and favourable shopping conditions. We fully guarantee the quality of our products. Yours faithfully 尊敬的先生/小姐，我们已在纽约上述地址为我们的产品开设了一家办事处。我们雇有一个咨询人员和一支受过良好训练的服务队伍，可以为从我处购买的设备进行日常检查。如果你能充分利用我们的服务和良好的购物环境，我们会很高兴。我们全面保证产品的质量。你诚挚的

2. 建立办事处 Establishment of new branch Dear Mr. / Ms , Owing to the large increase in the volume of our trade with this country we have decided to open a branch here , with Mr. Wang Lo as manager. The new branch will open on 1st March and from that date all orders and inquiries should be sent to Mr. Wang Lo at the above address , instead of to our London office. We take this opportunity to express our thanks for your cooperation in the past. We hope the new arrangements will lead to even better results. Yours faithfully 尊敬的先生/小姐，因在该国贸易额大量增加，我们决定在这里开设一家分支，由王洛先生任经理。新办事处将于三月一日开业，今后所有的订单和询价请按上述地址送到王洛先生那，而不是伦敦办公

室。我们籍此机会向您过会与我们的合作表示感谢，我们希望新的安排能产生好的结果。你诚挚的 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com