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1. Dear Mr./Ms, Mr. John Green, our General Manager, will be in Paris from June 2 to 7 and would like to come and see you, say, on June 3 at 2.00 p.m. about the opening of a sample room there. Please let us know if the time is convenient for you. If not, what time you would suggest.

Yours faithfully, 尊敬的先生/小姐 我们的总经理约翰格林将于六月2日到7日在巴黎，有关在那开样品房的事宜，他会于六月3日下午2：00点拜访您。请告知这个时间对您是否方便。如不方便，请建议具体时间。 您诚挚的 Back to Top Dear Mr. / Ms, Thank you for your letter informing us of Mr. Green ' s visit during June 2-7. Unfortunately, Mr. Edwards, our manager, is now in Cairo and will not be back until the second half of June. He would, however, be pleased to see Mr. Green any time after his return. We look forward to hearing from you. Yours faithfully, 尊敬的先生/小姐 谢谢来函告知我方六月2-7日格林先生的来访。不巧，我们的总经理艾得华先生现正在巴黎，到六月中旬才能回来。但他回来后愿意在任何时间会见格林先生。希望收到您的来信。 您诚挚的 Back to Top 2. Dear Mr/Ms, I represent the W/P Electronics Company in Dallas, and will be in Kunming from next Monday to Friday, (October 5-9). I should like to call on you to discuss our new monitor. Would 0930 hours on Tuesday, October 6 be convenient? I shall be in Beijing, at the Great Wall Hotel, from Tuesday, September 29, until Sunday, October 4, where

a message will reach me. If the day is not convenient, will you please suggest another. Yours faithfully 尊敬的先生/小姐 我是达拉斯W/P电子公司的代表，将于下周一到周五（10月5-9日）住留昆明。我乐于请您商讨我们新的显示器。星期二即10月6日上午09：30是否方便？从周二，即9月29日，我将住在北京的长城宾馆，直到周六，即10月4日，在那会有通知给我。如商讨日期不方便，请另外建议。 Back to Top Dear Mr/Ms, Thank you for your letter of September 26. We shall be very pleased to see you and discuss your new monitor, but October 6 is not suitable. We will be happy to meet with you at 9:30 a.m. on Wednesday, October 7, if the time is convenient for you. We look forward to meeting you. Yours faithfully 尊敬的先生/小姐 我们将很高兴与您会面并与您商谈新的显示器，但10月6日不太合适。如方便的话，我们愿在10月7日与您会面。期待与您见面。您诚挚的 Back to Top 3. Dear Mr. / Ms, I am at present in Hamburg visiting the harbour with a view to making known our new type of container for use in Europe. I shall be in Antwerp on Wednesday, 4th June, and should like to call on you at 2.00 p.m. on that day. If I do not hear from you to the contrary, I shall assume that it will be convenient for me to call at that time. Yours faithfully 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 Back to Top 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
Back to Top 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
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