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Appointments 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 约定 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。来源：考试大 您诚挚的 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](http://www.100test.com)