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Declaring A Visit Dear Mr. / Ms, Mr. William Taylor, President of our Corporation and Mr. James Rogers, Marketing Manager, would like to visit Beijing to continue our discussions on a joint venture. They plan to leave in the second half of April and stay in China about a week. Please let us know if the planned visit is convenient for you and what itinerary you would suggest. If the time of their visit is agreeable, will you kindly request your Embassy here to issue the necessary visa ? Yours faithfully 宣布访问 尊敬的先生/小姐，我们公司的总裁威廉。泰勒先生和营销部经理珍姆罗杰斯先生，想拜访北京继续商讨合资企业之事。他们计划四月下半月出发并在中国停留一周。请告知我方该访问计划对你方是否方便或您要建议什么行程计划。如对他们的访问时间无异议的话，可否要求使馆签发所需签证。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