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letter1. Thank you for your consideration2. I am expecting your early reply.3. I am looking forward to your immediate response.4. In addition, if you could let me have details of ... I would be more than grateful. Writing task 1 reg. Write a letter asking for information regarding such things as the contents of the exhibition, and the dates of its opening and closing, and if there are any discounts

available. Dear Sir, I am organizing a group of students to pay a visit to the historical exhibition in your town. This visit will be part of our school ' s activities to encourage the students to take part in social surveys. Therefore, I would be grateful if you could supply me with the following information. First of all, what are the dates between which the exhibition will be held, and what are the daily opening hours? Secondly, what is the size of the exhibition, what is its theme and what objects are on display? Thirdly, are there any other activities being held in connection with the exhibition? I must point out that I hope to bring over students to the exhibition. So I would like to inquire if there is any discount available on entrance tickets for students. If so, how much is the discount and what is the minimum number of students necessary to qualify for it? I look forward to your reply. Yours sincerely, George Moore (上海新东方 张弛新)

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