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很多时候，生意就是在日常不经意的寒暄中达成的。本文教你如何用英文email确定访问。 From: X X X To: X X X Date: X X X Subject: Paying a

Visit Dear Ms. Qian: 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 your 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, Lousie Rice 常用表达方式 安排

访问：As requested, we propose the following itinerary for your consideration. 相关词语 Joint venture 合资企业 itinerary 行程计划 转贴于：考试大_BEC考试 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