

商务英语写作Email一学就会：(6)约定时间 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/231/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_231703.htm 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约见商业伙伴。 From: X X X To: X X X Date: X X X Subject:

Request for an Appointment Dear Mr. Smith: I am scheduled to visit the U. S. on business at the end of this month, and wish to call on you at your office on that occasion. I will be arriving in Washington on or around August 20 and staying there for about a week. It would be very much appreciated if you would kindly arrange to meet with me either on August 22 or 23, whichever is convenient for you. If neither is convenient, could you please suggest an alternative date by return Email? Thank you in advance for your kind cooperation. I am looking forward to meeting you in Washington soon! Sincerely yours, Li Lei Guangzhou Trading Company 常用表达方式 询问

是否有空：What time will you be in? 商量时间：Please let us know if the time is convenient for you. If not, what time would you suggest? 相关词语 Have an appointment with sb 与某人约定

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