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https://www.100test.com/kao_ti2020/232/2021_2022__E8_80_83_E7_A0_94_E8_8B_B1_E8_c73_232376.htm 第十一种、宣布访问Declaring A Visit实例之一：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 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士。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。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