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https://www.100test.com/kao_ti2020/232/2021_2022__E8_80_83_E7_A0_94_E8_8B_B1_E8_c73_232377.htm 第十二种、活动安

排Activity Arrangement Dear Mr. / Ms , We are very pleased to welcome President William Taylor and Manager James Rogers to Beijing and Shanghai in thesecond half of April for about a week. As requested , we propose the following itinerary for your consideration. Monday , April 18 4.00 p.m. Arrive in Beijing by Flt.xx , to be met at the airport by Mr. President of Asia Trading Co. 4.15 Leave for Great Wall Hotel 7.30 Dinner given by President x Tuesday , April 19 9 : 30 a.m. Discussion at Asia Trading Co. Building 2 : 00 p.m. Group discussion 4 : 00 p.m. Cocktail reception given by the British Commercial Counselor in Beijing Wednesday , April 20 9 : 00 a.m. Discussion 12 : 00 noon Sign the Letter of Intent 1 : 30 p.m. Peking Duck Dinner 3 : 30 p.m. visit the Summer palace 6 : 00 Departure for Shanghai Would you please confirm by fax so that we can make arrangements accordingly. Yours faithfully 尊敬的先生/小姐，我们非常高兴威廉。泰勒总裁和珍姆斯。罗杰斯经理能于四月下半月到北京，上海访问一周，根据要求我们提出下列活动安排供参考：星期一，四月十八日 下午4：00 乘航班XX到达北京，由亚洲贸易公司的总裁X先生 到机场迎接 4：15 乘车去长城宾馆 7：30 总裁X先生 举行晚宴 上午9：30 a.m. 在亚洲贸易公司讨论 2：00 p.m. 小组讨论 4：00 p.m. 英国住北京商务领事举行鸡尾酒招待会 上午9：00 讨论 中午12：00 签订意向书 下午1：30 吃北京烤鸭 3

: 30 参观故宫 6 : 00 乘机去上海 请传真确认，以便我们做相应的安排。 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