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Consultation实例之一： 询问信息 Dear Mr. / Ms , We are much concerned that your sales in recent months have fallen considerably. At first we thought this might be due to a slack market , but on looking into the matter more closely , we find that the general trend of trade during this period has been upwards. It is possible that you are facing difficulties of which we are not aware. If so , we would like to know what we can do to help. We , therefore , look forward to receiving from you a detailed report on the situation and suggestions as to how we may help in restoring our sales to their former level. Yours faithfully 尊敬的先生/小姐， 我们非常关心你方销售近几个月大幅度下降。开始我们以为是市场疲软，但仔细研究问题，我们发现过去这段时间贸易的总趋势是上升的。有可能你方面临我方还不知道的困难，如是这样，我方想知道是否能帮助什么。我们期望收到关于问题的详细报告，及建议我们怎样帮助才能把销售恢复到原来的水平。 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](http://www.100test.com)