

考研英语小作文12种英语信函范文精选篇(1) PDF转换可能丢失图片或格式，建议阅读原文

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为帮助各位网友更好地准备2006年考研英语小作文，本网站特地从网上搜集到12种英语信函范文，希望对你们有所帮助！

第一种、介绍信 Letters of Introduction 实例之一： Dear Mr. / Ms. , This is to introduce Mr. Frank Jones , our new marketing specialist who will be in London from April 5 to mid April on business. We shall appreciate any help you can give Mr. Jones and will always be happy to reciprocate. Yours faithfully 尊敬的先生/小姐，现向您推荐我们的市场专家弗兰克·琼斯先生。他将因公务在四月15日到四月中旬期间停留伦敦。我们将非常感谢您向琼斯先生提供的任何帮助，并非常高兴施以回报。您诚挚的

实例之二： Dear Mr. / Ms , We are pleased to introduce Mr. Wang You , our import manager of Textiles Department. Mr. Wang is spending three weeks in your city to develop our business with chief manufactures and to make purchases of decorative fabrics for the coming season. We shall be most grateful if you will introduce him to reliable manufacturers and give him any help or advice he may need. Yours faithfully 尊敬的先生/小姐，我们非常高兴向您介绍我们纺织部的进口经理王有先生。王先生将在你市度过三周，他要与主要的生产厂家拓展商务并为下一季度采购装饰织品。如能介绍他给可靠的生产厂家，向他提供所需的任何帮助或建议，我们将不胜感谢。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)