

外贸外语指导:五篇常用的邀请函 PDF转换可能丢失图片或格式, 建议阅读原文

https://www.100test.com/kao_ti2020/244/2021_2022__E5_A4_96_E8_B4_B8_E5_A4_96_E8_c28_244084.htm 一、 Dear sir/madam:

Im delighted you have accepted our invitation to speak at the Conference in [city] on [date]. As we agreed, youll be speaking on the topic "" from [time] to [time]. There will be an additional minutes for questions. Would you please tell me what kind of audio-visual equipment youll need. If you could let me know your specific requirements by [date], Ill have plenty of time to make sure that the hotel provides you with what you need. Thank you again for agreeing to speak. I look forward to hearing from you. Sincerely

yours, [name] [title] 二、 Dear sir/madam: Thank you for your letter of [date]. Im glad that you are also going to [place] next month. It would be a great pleasure to meet you at the [exhibition/trade fair]. Our company is having a reception at [hotel] on the evening of [date] and I would be very pleased if you could attend. I look forward to hearing from you soon. Yours sincerely,

[name] [title] 三、 Dear sir/madam: [organization] would very much like to have someone from your company speak at our conference on [topic]. As you may be aware, the mission of our association is to promote . Many of our members are interested in the achievements your company has made in . Enclosed is our preliminary schedule for the conference which will be reviewed in weeks. Ill call you [date] to see who from your company would be willing to speak to us. I can assure you that well make everything

convenient to the speaker. Sincerely yours, [name] [title] 100Test 下
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