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Dear Mr. Smith, I am writing to convey my warm congratulations on your appointment to the Board of Asia Industries Ltd. My colleagues and I are delighted that the years of service your have given to your company should at last have been rewarded in this way and we join in sending you our very best wishes for the future. Yours sincerely 敬

爱的史密斯先生：欣闻你获任命为亚洲实业有限公司董事会成员，我谨向你致以热烈的祝贺。我和我的同事都感到很高兴，你为贵公司服务多年终以这一方式得到应有的奖赏。我们大家祝你前程远大。 Letter Thanks Dear Mr. Smith, I am

writing to you just to tell you how very much I appreciate the warm welcome you extended to my wife when she visited your country last week. The help and advice you gave to her, and the introductions you arranged for her, have resulted in a number of very useful meetings and I should like you to know how very grateful I am for all you have done to make them possible. I realized the value of time to a busy person like you and this makes me all the more appreciative of the time you so generously gave to her.. 敬爱的史密斯先生：我写

此信是想告诉您我是多么感激您在我太太上周访问贵国时给予他的热情款待。你给予她的协助和宝贵意见，以及为她安排的情况介绍，使她有机会开成几次十分有用的会议，这一切都得助于您才得以办成，我对此真是感激不尽。我深知时间对于像您一样忙的人是多么宝贵，而您如此慷慨地拿出时

间接待她，我为此要向您表示无限的感谢。 Informal Letter of Invitation Dear Miss Smith, My brother Peter will be staying with us for a few days during the Christmas holidays and my wife and I have planned a family dinner for him next Saturday evening at seven o'clock so that he can meet some of our friends. We should be delighted if you could join us. I hope you will let me know that you can come. 敬爱的史密斯小姐：我弟弟彼得将在圣诞节假期期间到我们家住几天，我和妻子计划在下星期六晚七时在家中为他设便宴，以便他可以和我们一些朋友见面。若您能出席我们会感到很高兴，希望您告诉我您能来。 Formal Letters of Invitation Mr. and Mrs. Andrew K.K. Wang request the pleasure of your company at a dinner in honor of their parents Fiftieth Wedding Anniversary on Sunday, the fifth of July at eight o'clock New Asia Hotel 100 Deep Water Bay Road Hong Kong R. S. V. P. 谨订于七月五日星期日晚八时在香港深水湾道100号新亚洲大酒店为我们父母的金婚纪念举行晚宴,敬请光临 王楷康夫妇敬约 敬请回复 Informal Letter Accepting an Invitation Dear Mr. Lee, Thank you for your kind invitation to the dinner you and Mrs. Lee are giving next Saturday for your brother. I shall be very happy indeed to come, and look forward with pleasure to meeting your brother. Yours sincerely 李先生：感谢您邀请我参加您和夫人下周六为您兄弟举行的晚宴。我将很高兴出席，并愉快地期待着见到您的兄弟。 Formal Letter Accepting an Invitation Mr. and Mrs. John Smith accept with pleasure the kind invitation of Mr. and Mrs. Andrew K.K. Wang to a dinner at eight o'clock the fifth of July New Asia Hotel 100 Deep Water Bay Road Hong Kong 约翰史密

斯夫妇欣然接受王楷康先生和夫人的邀请，参加于七月五日晚八时在香港深水湾道100号新亚洲大酒店举行的晚宴。

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