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很多时候，生意就是在日常不经意的寒暄中达成的。本文教你如何用微信email约见商业伙伴。

From: X X X To: X X X Date: X X X Subject: Request for an Appointment

Dear Mr. Smith, I am scheduled to visit the U. S. on business at the end of this month, and wish to call on you at your office on that occasion. I will be arriving in Washington on or around August 20 and staying there for about a week. It would be very much appreciated if you would kindly arrange to meet with me either on August 22 or 23. If neither is convenient, could you please suggest an alternative date by return Email? Thank you in advance for your kind cooperation. I am looking forward to meeting you in Washington soon!

Sincerely yours,  
Li Lei  
Guangzhou Trading Company

常用表达方式商量时间：Please let us know if the time is convenient for you. If not, what time would you suggest?

相关词语Have an appointment with sb 与某人约定

On that occasion 在那种情况下

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