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https://www.100test.com/kao_ti2020/246/2021_2022__E5_A4_96_E8_B4_B8_E5_A4_96_E8_c28_246795.htm 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。 感谢信Thank You Letter Dear Mr. / Ms, Thank you for your letter of June 4, enclosing an account of the organization and work of your Chamber of Commerce and Industry. We are very grateful for such a detailed account of your activities. This information is certain to help increase our future cooperation. Yours faithfully 尊敬的先生/小姐，感谢您六月四日的来信及随信附上的说明书，该说明书描述了你们工商总会的工作与组织结构。对给我们一个你们活动如此详细的描述，我们表示非常感谢。这一信息一定能帮助促进

我们未来的合作。 你诚挚的 邀请与答复 Dear Mr. / Ms, We should like to invite your Corporation to attend the 1997 International Fair which will be held from April 29 to May 4 at the above address. Full details on the Fair will be sent in a week. We look forward to hearing from you soon, and hope that you will be able to attend. Yours faithfully 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