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Dear Mr/Ms, Mr John Green, our General Manager, will be in Paris from June 2 to 7 and would like to come and see you, say, on June 3 at 2.00 p.m. about the opening of a sample room there. Please let us know if the time is convenient for you. If not, what time you would suggest. Yours faithfully 尊敬的先生/小姐, 我们的总经理约翰格林将于六月2日到7日在巴黎, 有关在那开样品房的事宜, 他会于六月3日下午2:00点拜访您。请告知这个时间对您是否方便。如不方便, 请建议具体时间。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