

约定和咨询等应用文写作范文举例篇 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/267/2021\\_2022\\_\\_E7\\_BA\\_A6\\_E5\\_AE\\_9A\\_E5\\_92\\_8C\\_E5\\_c85\\_267137.htm](https://www.100test.com/kao_ti2020/267/2021_2022__E7_BA_A6_E5_AE_9A_E5_92_8C_E5_c85_267137.htm) 例一：约定

Appointments 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 下面为回信 Dear Mr. / Ms , Thank you for your letter informing us of Mr. Greens visit during June 2-7.

Unfortunately , Mr. Edwards , our manager , is now in Cairo and will not be back until the second half of June. He would , however , be pleased to see Mr. Green any time after his return. We look forward to hearing from you. Yours faithfully , 尊敬的先生/小姐 谢谢来函告知我方六月2-7日格林先生的来访。不巧，我们的总经理艾得华先生现正在巴黎，到六月中旬才能回来。但他回来后愿意在任何时间会见格林先生。希望收到您的来信。您诚挚的

例二：约定 Appointments Dear Mr/Ms , I represent the W/P Electronics Company in Dallas , and will be in Kunming from next Monday to Friday , ( October 5-9 ) 。 I should like to call on you to discuss our new monitor. Would 0930 hours on Tuesday , October 6 be convenient ? I shall be in Beijing

, at the Great Wall Hotel , from Tuesday , September 29 , until Sunday , October 4 , where a message will reach me. If the day is not convenient , will you please suggest another. Yours faithfully 尊敬的先生/小姐 我是达拉斯W/P电子公司的代表 , 将于周一到周五 ( 10月5-9日 ) 住留昆明。我乐于请您商讨我们新的显示器。星期二即10月6日上午09 : 30是否方便 ? 从周二 , 即9月29日 , 我将住在北京的长城宾馆 , 直到周六 , 即10月4日 , 在那会有通知给我。如商讨日期不方便 , 请另外建议。下面为回信 : Dear Mr/Ms , Thank you for your letter of September

26. We shall be very pleased to see you and discuss your new monitor , but October 6 is not suitable. We will be happy to meet with you at 9 : 30 a.m. on Wednesday , October 7 , if the time is convenient for you. We look forward to meeting you. Yours

faithfully 尊敬的先生/小姐 我们将很高兴与您会面并与您商谈新的显示器 , 但10月6日不太合适。如方便的话 , 我们愿在10月7日与您会面。期待与您见面。您诚挚的 例三 : 约定

Appointments Dear Mr. / Ms , I am at present in Hamburg visiting the harbour with a view to making known our new type of container for use in Europe. I shall be in Antwerp on Wednesday , 4th June , and should like to call on you at 2.00 p.m. on that day. If I do not hear from you to the contrary , I shall assume that it will be

convenient for me to call at that time. Yours faithfully 尊敬的先生/小姐 我现正在汉堡参观港口 , 以让欧洲了解并使用我们的新型集装箱。星期三即六月4日 , 我将到安特卫普 , 我会于当天下午2 : 00打电话给你。对此约定如不来信 , 我将认为于这个时间打电话是方便的。您诚挚的 例四 : 约定 Appointments

Dear Mr. / Ms , Mr. Jack Baron , our personnel director , has asked me to acknowledge your application for the post of accountant and to ask you to come to see him on Friday afternoon , 5th July , at half past two. I will appreciate your letting me know whether you will be able to come. Yours faithfully 尊敬的先生/小姐 杰克巴伦先生 , 我们的人事主任 , 让我向你申请会计职位表示感谢 , 并请你于7月5日星期五的下午两点半来见他。是否能来 , 请告知 , 多谢。 您诚挚的

下面为回信 : Dear Mr./ Ms , Thank you for your letter of yesterday inviting me to come for an interview on Friday afternoon , 5th July , at 2 : 30. I shall be happy to be there as requested and will bring my diploma and other papers with me. Yours faithfully 尊敬的先生/小姐 谢谢昨日来信通知我面试 , 我将于要求的7月5日 , 周五下午两点半到达 , 并带去我的证书及其它书面材料。 你诚挚的 例五 : 咨询 Consultation

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。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](http://www.100test.com)