

商务师业务外语英语:商务函电范文回信 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/276/2021_2022__E5_95_86_E5_8A_A1_E5_B8_88_E4_c67_276444.htm Dear Mr/Ms, Thank you

for your letter informing us of Mr. Green ' svisit during June 2-7.

Unfortunately, Mr. Edwards, ourmanager, is now in Cairo and will not be back until thesecond half of June. He would, however, be pleased tosee 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，我们的总经理艾德华先生现正在巴黎，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

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