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5\_8A\_A1\_E8\_8B\_B1\_E8\_c85\_284992.htm 1. 文体介绍人员出差或出访，常常需要事先预订酒店、会议室或者飞机票等等，这类信主要包括以下内容：（1）请求预订并说明原因；（2）请对方答复并进行确认。通常预订后都要进行确认回复，说明是否满足预订要求，如果不能满足要说明原因。2. 实用

范例（1）Subject: Reservations for a FlightDear

Sir/madam,Mr.Zhang Xiaohua, our Marketing Manager, would like to fly from Guangzhou to London on the earliest flight possible.We would be obliged if you would book one economy class seat for him on a flight leaving Guangzhou on or about July 28th.Bank of China has been instructed to pay the fare and booking fee, and we would ask you to submit your account directly to them.We appreciate your early confirmation.Sincerely yours,Lin JieSecretary to

Mr.ZhangGuangzhou Trading Company主题：预订飞机座位亲爱的先生/女士.本公司营销部经理张晓华先生，希望搭乘尽可能早点的从广州飞往伦敦的班机。如果你能为他预订1个经济舱的座位，在7月28日当天或者前后几天，飞离广州的话，不胜感激。我们已委托中国银行支付机票费和预约费，请你把账单直接交给他们。我们感激你早日确认。你真诚的，林洁

张先生秘书广州贸易公司（2）Subject: Confirmation of reservationDear Miss Lin,We have acknowledged your E-mail dated July 15th requesting us to book one economy-class seat for Mr. Zhang xiaohua on a flight from Guangzhou to London.One seat has

been reserved on flight S.A 917 departing Baiyun Airport, Guangzhou at 10:00 a.m. on the 28th, arriving London at 11:00 a.m. local time on the 30th. The account will be sent to Bank of China, as requested. Yours faithfully, Tang xiaogang Reservations Manager

主题：预订确认亲爱的林小姐：我们已收到你7月15日的电子邮件，要求我们为张晓华先生预订从广州到伦敦班机经济舱座位。已预订南航917次班机的一个座位，该班机于28日早上10点从广州白云机场起飞，于30日当地时间早上11点抵达伦敦。入你所要求的，账单将送到中国银行。你忠实的唐小刚预订部经理

3. 预订常用句型 (1) I would like to reserve a twin room at your hotel for four nights from June 8, 2002. 我想要自2002年6月8日起4晚，向你们旅馆预订一间双人房。(2) Please reserve a single room under the name of Mr. Lin. 请以林先生的名义定一间单人房。(3) If there are no room available for the above period, please inform me ASAP as I must look for another hotel. 如果在上述期间没有空房，请尽快告知以便另寻旅馆。(4) I would like to book a flight to Paris on January 8 on Air France, First Class and round trip. 我要订一张巴黎的往返票，1月8日，法航，头等舱。(5) We regret to inform you that the flight you requested is fully booked, and there are at present no cancellations. 我们很抱歉的通知你，你所要求的班次的座位已全部订完，而目前无人取消预约。

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