

外贸外语指导:英文邮件高手速成法 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/294/2021_2022__E5_A4_96_E8_B4_B8_E5_A4_96_E8_c67_294111.htm 1. 文体介绍 人员出访

，常常需要事先与要见面的人或公司进行预约。这类预约e-mail较易写，只要做到清楚、简洁、礼貌就行。它一般包括下列内容：（1）请求约会并说明原因。（2）建议确切的约会时间和地点等。如果你的时间比较充裕，预约时可给出你可接受的时间由对方决定。（3）请对方答复并进行确认。

回复这类电子邮件可分为接受和拒绝两种。接受的内容一般有：表明来信收悉；表示接受；重述具体时间、地点等；表达希望会晤或感谢的心情。拒绝的内容一般包括：表明来信收悉；说明拒绝的原因；致歉。当要变更预约时，应说明变更的原因，同时致歉。

2. 实用范例 (1) subject: Request for an Appointment
Dear Mr. Smith I am scheduled to visit the U.S. on business at the end of this month, and wish to call on you at your office on that occasion. I will be arriving in Washington on or around August 20 and staying there for about a week. It would be very much appreciated if you would kindly arrange to meet with me either on August 22 or 23, whichever is convenient for you. If neither is convenient, could you please suggest an alternative date by return E-mail. Thank you in advance for your kind cooperation. I am looking forward to meeting you in Washington soon! Sincerely yours, Li lei Guangzhou Trading Company

主题：请求约见 亲爱的史密斯先生：我预定这个月底出差赴美，希望届时能到贵公司访问你。我预计在8月20日或其前后抵达华盛顿，大约停

留1周。若方便的话，望你能挤出时间在8月22或23日与我见面，我将十分感谢。假如这两天都不行，请以电子邮件回复并告知其他日期。先在此谢谢你的大力协助，期待不久在华盛顿与你见面！你真诚的 李蕾 广州贸易公司

(2) Subject: URGENT-Need to Change Appointment Dear Mr. Zhang, With regard to our appointment to visit your China ' s factory on August 2, I regret that I must ask you to change the date to August 3 due to an unexpected matter that requires my personal attention. I ' m awfully sorry for this last-minute request, but I hope you will be able to meet with me on August 3 at around 10:00 am. If you are not available, will you please let me know by E-mail asap? Hope this will not cause you too much inconvenience. Thank you. Best regards, James Black Director, Overseas Operations Washington Motors, Inc.

主题：紧急-----请求变更约会 秦爱的张先生：原定于8月2日访问贵公司中国工厂的行程，因有突发事件必须亲自处理，在此不得不恳请你将日期改至8月3日，实在抱歉。在最后一刻才提出这个要求，实在非常抱歉，但我希望你能在8月3日10点左右与我见面。若有不便，请尽快以电子邮件告知。希望这不会带给你太大麻烦，谢谢。詹姆斯。布莱克 海外部经理 华盛顿汽车有限公司

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