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https://www.100test.com/kao_ti2020/448/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_448861.htm A Specimen Letter Dear Mr. / Ms., Mr. John Green, our General Manager, would like to call Mr. Zhang on June 3 at 2 p.m sharp. (your time) about the opening of a sample room there. Please let us know if the time is convenient for you. If not, what time would you suggest? Yours faithfully, 释文尊敬的先生/小姐，关于在那里开样品陈列室的事宜，我们的总经理约翰格林想在你们当地时间六月三日下午两点整打电话给张先生。请告知这个时间对您是否方便。如不方便，请建议具体时间。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