

公共英语考试PETS三级写作指导(四) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/454/2021_2022__E5_85_AC_E5_85_B1_E8_8B_B1_E8_c88_454030.htm 范例四：July 20,

2000 Dear Miss Wilson, We have received your letter of 10th May in which you say that you are in receipt of fault goods. We have investigated the matter and found that the damage was caused by an oversight on our part. A new set of six wine glasses has now been dispatched to you and you should receive them by the end of this week. We apologize for any inconvenience caused by this problem and will endeavor to prevent it happening again. Yours

truly, CHESTER CHEN 范例五：July 20, 2000 Dear Mrs. Smith, My

name is Chencheng. I am a final student of Anhui Agricultural University. I am currently seeking employment in which I could make full use of my English language skills. For this reason, I would be interested in any job vacancies available in your company. I am confident and enthusiastic, so although I have little work experience, I believe that my personal qualities will allow me to make a valuable contribution to your company. I wish to work for Haier in particular because as a newly opened joint venture company in Hefei, I feel you could offer me the chance to work among Chinese and overseas employees in a modern and friendly environment. I enclose my curriculum vitae. I am available for interview at any time. If there are no positions available at this time, I would be most grateful. If my application could be considered for future vacancies. Yours

sincerely, Chencheng 范例六：July 20, 2000 Dear Mrs. Janes, I am

writing in interest of the vacancy in your company for an English interpreter. My name is Chencheng. I am currently studying for an English degree and will graduate from Anhui Agricultural University this July. I have passed Band Four and Band Eight examinations. I enjoy using English and am confident that my experience of interpreting part time for the university Foreign Affairs Office will allow me to make a valuable contribution to your company. I wish to work for Imagination Computer Company in particular because I believe that such a reputable joint venture company could offer me the travel and career advancement prospect I am looking for. I enclose my completed application form, giving full details of my experience and qualifications I am available for interview at any time. I look forward to hearing from you. Yours truly, Chencheng

范例七
: July 20, 2000 Dear Sir, Our Director will be visiting Spain on business in the near future. We have obtained your address from the Spanish Embassy. I would be grateful if you could reserve a double room with ensuite bathroom facilities for him and his wife from 17th to 20th August inclusive. Please could you confirm this booking and let me know the full cost. Yours faithfully, Chencheng August 27, 1998 Dear Madam, Thank you for your letter of 27th August. I hereby confirm the reservation for my Director and his wife of double room in your hotel for the night of 17th to 20th August inclusive is definite. I shall contact you nearer the date of departure for further details. Yours faithfully, Mr. F Johnson

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