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https://www.100test.com/kao_ti2020/456/2021_2022__E9_9B_85_E6_80_9DG_E7_B1_BB_c7_456071.htm Inquiry Letter词汇

：inquire about 咨询seek寻求obtain 获得regarding, concerning 关于provide sb with sth 提供inform. sb. of sth.通知某人某

事convenience方便look forward to (doing) sth.盼望...prompt /

immediate 及时的take into account of sth. / take sth. into account

考虑到...detailed详细的essential / necessary必要的grateful /

obliged 感激的appreciation感激be concerned about... 对...关心句

型：1) I would like to obtain some information about...2) I would

like some detailed information on / about...3) I am an overseas

student who lives /studies in...4) I am writing to you in the hope that

I may obtain...5) I wonder if there is a tennis club available.6) I would

be much obliged to you if you could let me know the procedures I

have to go through.7) Your prompt and favorable attention to my

inquiry would be highly appreciated.8) I am looking forward to a

favorable reply at your earliest convenience. 摘自100test名师博客

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