

商务英语实战：非正式的预约要求 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/459/2021\\_2022\\_\\_E5\\_95\\_86\\_E5\\_8A\\_A1\\_E8\\_8B\\_B1\\_E8\\_c85\\_459641.htm](https://www.100test.com/kao_ti2020/459/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_459641.htm) 22. 非正式的预约要求

Could we meet some time this month to discuss the hypermarket proposal? We want to make decision by the beginning of next month. We would very much like to hear your thoughts before we make any definite plans. Could you choose a venue for the meeting? I can fly to London any time, Perhaps you would prefer Lyon or Paris? I leave it to you to choose. I look forward to seeing you again.

您好!未知能否于本月会面，商谈有关特大自助市场的建议呢?我们准备于下月初作出最后决定。在未订下明确计划之前，希望能咨询的意见。敢问能否选定会面地点?在伦敦、巴黎或里昂商谈都可以，悉随尊便。期待与您见

23. 物色代理商 Our company manufactures a range of printing presses that are used successfully by companies in over 20 countries. A product specification brochure is enclosed. We are considering expanding our products to new markets and we would appreciate your assistance. In particular, we would like to identify the best agents who are currently serving the printing industry in your region. We are looking for organizations which conduct their business in a truly professional manner. They must be fully conversant with the technical side of the printing industry and have a comprehensive understanding of all the features of the lines they represent. We would be very grateful if you could take a few moments to send us the names of three or four organizations that match our

requirements. We shall then contact them to explore the possibility of establishing a mutually acceptable business relationship. Thank you very much for your time and consideration in this matter. 本公司生产的一系列印刷机，获二十多个国家的公司采用。随函附上产品规格说明书，谨供参考。现为该产品开拓新市场，希望得知贵地区从事印刷工业的代理商资料。如蒙贵公司协助，将不胜感激。如能拨冗寄来数个符合上述要求代理商商号，则感激不尽。本公司将与其联系，研究能否建立互惠互利折业务关系。右蒙惠告，不胜感荷!

24. 欢迎新代理商 I would like to welcome you to our organization. We are very pleased to have you on our team. I know that you will be equally proud of our products. Our European sales Representative, Antoine Gerin, will be in touch with you at regular intervals. Please feel free to call him any time you have a problem, If I can regular intervals. Please feel free to call him any time you have a problem. If I can ever be of service, please call me. I am planning a trip to France next month, and I am looking forward to meeting you. In the meantime, the best of luck with our product line. 欢迎加入本公司成为我们的一分子。相信您也会以本公司的产品为荣。欧洲销售代理安东尼格林会定期与联络，遇有问题可与他商讨。若有其他需要，欢迎向我提出。下月我将赴法国一游，期望能与您会面。谨祝产品销量节节上升。

25. 要求约见 Would you be interested in stocking a radical new departure in laptop computers? I would very much like to brief you on this great innovation. Could we make an appointment? The machine is the same size as most laptops but comes with some totally new features. The retail price will undercut its nearest competitor by

at least 20%. I shall be in the UK from 1 September to 20 October. If you would like to know more, just fax or telex me. 贵公司有没有考虑配置最新型号的手提电脑? 本公司诚意推介该崭新产品, 盼能预约时间作一介绍。该电脑体积和同类电脑相仿, 但配备多项先进功能。其零售价较同类产品便宜20%以上。本人将于9月1日至10月20日逗留英国。如蒙拨冗了解该产品资料, 烦请函复。

26. 拒绝约见 Thank you for your letter of 7 July regarding your new laptop computer. I regret to say that we cannot agree to your request for an appointment. We currently have the sole agency for another computer company, Under the terms of the contract, We are barred from stocking any other companys products. The sole agency comes under review in six months time. Contact us then and we may be able to consider your new product.

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