

名师指导：BEC商业信函写作 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/494/2021_2022__E5_90_8D_E5_B8_88_E6_8C_87_E5_c85_494191.htm 1. 信件的开头：We are writing to enquire about... We are writing in connection with... We are interested in ... and we would like to know... 环境：You want to know the prices of some air conditioners. We are interested in your air conditioner and we would like to know the prices of some air conditioners. You saw an advertisement in the newspaper yesterday and you want further information. We are writing in connection with the advertisement in the newspaper yesterday. You want to know if the company you are writing to organizes holidays to Africa. We are writing to inquire about the holidays to Africa that your company organizes. 2. 回信的开头：Thank you for your letter of (date) We have received your letter of (date) asking if ... enquiring about ... enclosing ... concerning ... 环境：A company wrote to you on 23 July. They wanted to know if you sell photocopiers. Thank you for your letter of 23 July, asking if we sell photocopiers. A man wrote to you on 18 December. He wanted employment with your company. He also sent his curriculum vitae. We have received your letter of 18 December, enclosing your curriculum vitae. A company sent you a fax on 3 June. They wanted to know if you were going to the marketing conference in London. Thank you for your fax of 3 June, asking if I was going to the marketing conference in London. A woman telephoned you this morning. She wanted to know if her order No. 599 had arrived.

Thank you for your telephone call this morning concerning the order No. 599. 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