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[https://www.100test.com/kao\\_ti2020/500/2021\\_2022\\_\\_E5\\_A6\\_82\\_E4\\_BD\\_95\\_E7\\_94\\_A8\\_E8\\_c85\\_500418.htm](https://www.100test.com/kao_ti2020/500/2021_2022__E5_A6_82_E4_BD_95_E7_94_A8_E8_c85_500418.htm) 出差或出访，常常需要事先预订酒店、会议室或者飞机票等等，这类信主要包括以下内容：（1）请求预订并说明原因；（2）请对方答复并进行确认。通常预订后都要进行确认回复，说明是否满足预订要求，如果不能满足要说明原因。例如：（1）Subject: Reservations for a Flight Dear Sir/madam, Mr. Zhang Xiaohua, our Marketing Manager, would like to fly from Guangzhou to London on the earliest flight possible. We would be obliged if you could book one economy class seat for him on a flight leaving Guangzhou on or about July 28. Bank of China has been instructed to pay the fare and the booking fee, and we would ask you to submit your account directly to them. We appreciate your early confirmation. Sincerely yours, Lin Jie Secretary to Mr. Zhang Guangzhou Trading Company  
主题：预订飞机座位 亲爱的先生/女士：本公司营销部经理张晓华先生，希望搭乘尽可能早点的从广州飞往伦敦的班机。如果你能为他预订1个经济舱的座位，在7月28日当天或者前后几天，飞离广州的话，将不胜感激。我们已委托中国银行支付机票费和预约费，请你把账单直接交给他们。请早日确认，我们不胜感激。你真诚的，林洁 张先生秘书广州贸易公司 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](http://www.100test.com)