

商务英语便条写作 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/501/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_501005.htm 商务便条 例一 电话留言

To: Mr. Fevrier Message: Mr. Reter Schulz called from Vienna, wanted you to call him today before 4 pm or any time tomorrow on 014569924 Message taken by: J.B.K. 例二 让秘书同志推迟约会

Miss Liu, I ' ve got an urgent meeting today. Please contact the applicants to postpone\the interviews till further notice. DS 例三

请假 To: Mr. Slater Message: I am sorry to tell that I won ' t be able to go to the office today due to a sudden dizziness. So I have to ask for a day ' s sick leave. 例四 安排工作 To: Mr. Richardson

Message: Please send a letter to Naves Limon in C.R. Find out: Are they satisfied with the order? Can we provide any after sales advice?

Encourage repeat order 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