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Correspondance Dialogue one. A: Did you see the letter I got from Bradform films? They sent the responds to your phone call last week. B: If you want to see something about my call last week, why didnt they sent it to me? A: I guess it must have contact information, so they sent it addressed in care of your department head, anyhow, they wrote to confirm in reading what you discussed about milton contract. B: Can I see it first in seconds? A: Sure, here it is. B: Dear Mr. Clock, bother to your telephone call last Friday, Im reading to confirm our meeting on July 21st, as we discussed, our meeting is to review the contract details. A: Did they ask you to sent the files beforehand? B: Lets see, Well be grateful for the complete to send related materials to our office prior to our meeting. It looks like... Hey! Was there anything else was send along with this letter? A: I dont think so, why do you ask? B: The letter writes: please find the enclosed copy of our agenda for your review, I dont see anything else in the envelope. A: Maybe they forgot to attach it to the letter. You should give them another call. 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