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Open Punctuation 的书信格式范例 The Shinya Trading Co., Ltd
235 Dun Hwa Rd. Taipei (100) September 25, 2001 The American
Trading Co., Inc. 5-10 Manhattan, New York, NY 10058 USA

Gentlemen: Thank you for your letter of August 10, 2001. We have studied your catalog and price-list and have decided to place an order for 10 sets of your computer Model PC-825. We would like to stress that this is a trial order and if we are satisfied with your goods, you can expect our regular orders. Please let us have your order conformation by October 15 and ship the goods by the first available ship. We are looking forward to your early reply. Very truly yours,
The Shinya Trading Co., Michael Cheng Import Manager KY/IS 欢迎进入：2010年外销员课程免费试听 点击进入免费体验：百考试题外销员在线考试中心 更多信息请访问：百考试题论坛 外销员 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