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https://www.100test.com/kao_ti2020/645/2021_2022__E5_A4_96_E9_94_80_E5_91_98_E5_c28_645571.htm 祝贺信写作实例 上次

我们讲过了祝贺信写作应遵循的一些准则，这次我们通过一封信件来看看具体的写作方法。 Dear Mr. Haskel

Congratulations on your recent promotion to head the Marketing Department of California Metals. My fellow managers and I are delighted that your work in the marketing field has been recognized this way and we join in sending you our very best wishes for the future. Through the five years of working together with you, many of us well aware of how much youve contributed to the association between our two corporations. We are all looking forward to your trip to China next month when we will celebrate your advancement in a more formal way. Again, congratulations to you, Mr. Haskel - good luck and good wishes on your new position as Director of Marketing Department. Cordially yours (Signature) Lin Daming

Marketing Director Beijing New Metals 在这封祝贺信中，写信人一开头就开门见山的祝贺收信者晋升，然后又详细写明自己对对方工作的欣赏、成就的肯定。在信件结尾的部分，写信人用口语化的语气再次祝贺对方的晋升，并以此结束信件。

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