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Dear Mr. / Ms, Thank you for your letter informing us of Mr. Greens visit during June 2-7. Unfortunately, Mr. Edwards, our manager, is now in Cairo and will not be back until the second half of June. He would, however, be pleased to see Mr. Green any time after his return. We look forward to hearing from you. Yours faithfully, 尊敬的先生/小姐 谢谢来函告知我方六月2-7日格林先生的来访。不巧，我们的总经理艾得华先生现正在巴黎，到六月中旬才能回来。但他回来后愿意在任何时间会见格林先生。希望收到您的来信。您诚挚的

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