

2010年外销员商务英语：如何做邀请(Invitation) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/645/2021_2022_2010_E5_B9_B4_E5_A4_96_c28_645905.htm 邀请 (Invitation) Dear Mr. Xie, It has been a pleasure communicating with you these past weeks. We are very much looking forward to having the opportunity to meet with you in January of 2007! We would also like to extend a formal invitation for you to visit our Corporate Headquarters in Michigan. We look forward that you and your representatives have the opportunity to do the following: * Meet with the Chief Executive Officer of our company, Mr. William P. White. * Speak with our Director of Quality Assurance Dr. Rangas. * Speak with our sales staff including: myself. Mr. Brown Johnson, Sales Manager. and Mr. Russell Wilcox, Sales Director. Thanks again and we are eagerly anticipating your arrival to discuss face-to-face the possibilities of working together. Best Regards, John 谢先生，您好，非常高兴和您这几个星期的交流。我们非常期盼2007年1月有机会和您见面! 我们会发出正式的邀请函，请你们参观我们位于密歇根州的总部。我们期盼您和你们的代表有机会能：* 会见我们公司的首席执行官William P. White先生 * 和我们的品管总监Rangas 博士进行交谈 * 和我们的销售人员交谈，包括：我，Brown Johnson先生(销售经理)，Russell Wilcox先生(销售总监) 再次表达我们的谢意，我们热切期盼你们的来访，并当面商议合作的可能性。此致，John 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