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class="mar10"> 日常询函是商业人士获取信息的一个重要方式。由于询函是发展进一步的商贸关系的敲门砖，接受者常常根据信件的内容来判断对方公司。下面是写作日常询函的一些通用法则：1. 直接切入主题 2. 解释你为什么写这封询函 3. 关于细节的问题 4. 礼貌地提出要求 下面是一篇范文，大家可以仔细体会一下。 Dear Sirs May we have a copy of your

brochures concerning the meeting, which was held on July 10, 2006, for announcing projects on industrial development in the Northwest China. Yesterday ' s China Daily included an article about the meeting. Some thoughts and plans were presented on the electronic and water-treatment fields. We would appreciate more details than those printed in the paper. It would be most helpful if you could send us all the necessary information. We are sure it will be benefited to both of us in the near future. Yours faithfully Bruce Lee 欢迎进入

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