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业务外语外贸函电An itinerary of a Visit范文模板 Letter

6#ff0033>An itinerary of a VisitGentlemen: We are in receipt of your telex message this morning. In compliance with your request, we

have made a tentative itinerary for your trade group ' s visit to

Nanjing as follows: July 24, Monday 10:00 a.m.: Arrival in Nanjing

by MU9803 2:00p.m.: Business negotiation July 25, Tuesday

Morning and afternoon: Going to Suzhou to visit Suzhou Industrial

Park July 26, Wednesday Morning: Return from Suzhou to Nanjing

Afternoon: Visit factories in Nanjing July 27, Thursday 9:00 a.m.:

Business negotiation Afternoon: Sightseeing in Nanjing 7:30p.m. :

Departure from Nanjing to Beijing by Flight CA1505 The above

itinerary is open to alterations and your comments and suggestions

are welcome. Your prompt reply will be highly appreciated.

Respectfully Yours 相关推荐：#0000ff>2011年国际商务师考试

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