

雅思范文----Letter of request PDF转换可能丢失图片或格式，
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Dear Sirs, We are planning a full day party to celebrate the completion of our Business Language Training Course on June 30, 2000. The party will start at 10:00. President of our institute will deliver an opening speech. After lunch comes the singing and dancing show, followed by a cake and champagne celebration at 17:00. Karaoke and disco will begin at 18:30 and end at about 12:30. There will be 100 to 150 attendees for the event and half of them will stay overnight at the hotel. As suggested by one of our professors, your hotel offers various recreational facilities. Therefore, we would like to make your hotel as our party's venue. Please reserve the following according to our program:

- A 150-square meter meeting room, theater-style with 2 standing microphones, 5 wireless microphones and 1 podium
- A 18-meter banner
- Buffet lunch including soft drink
- 60-centimeter cakes and 30 bottles of champagne
- 60 standard rooms

Please quote the above separately and let us know the term of payment. Should you have further questions, please feel free to contact me.

Contact Way: Tel: (8610)68882150/68882151

Fax: (8610)68882250

Thank you in anticipation for your kind assistance and looking forward to your earliest reply.

Yours faithfully,
Karen Wong
Celebration Party Preparation Committee

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