# 介绍物品商务英文作文范文69篇

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*介绍物品商务英文作文范文 第一篇All over the world,there are many different products in many different town or city,for example,Anxi and...*

**介绍物品商务英文作文范文 第一篇**

All over the world,there are many different products in many different town or city,for example,Anxi and Hang zhou are widely know for their course,in my town,also has a femous thing-yellow flower. Next,let me introduce them for are made by hand from people,so they are simple to made,you just throw down seeds in the field,then through some time,you go there water them,and you must also cut down some grass in the filed,then,you can wait them to grow are used for making oil,and helping person to are so special because they are made just in my town,and so many visitors come here from time to time,then take photos with family,it looks like so beautiful.

I am pround of them,if you have free time,please come here.

**介绍物品商务英文作文范文 第二篇**

Now , we have great pleasure in troducing you our company. our company is found before several decade and producting all kinds of digital products. Have made a market research,we find that these things make our lives easier.

The digital products like the computer and the cell phone have completely made a great impact on our life.

These products have both led to much greater efficiency in many aspects of our daily lives and produced many economic benefits as well.

The digital age has contributed to many labor saving technologies at the same time as improving the quality standards of production..

Because our company wants to extend ,so we need to hire someone to our company. If you want to be emploeed,just give your recommend letter to our company. I am looking forward to hearing from you soon.

**介绍物品商务英文作文范文 第三篇**

Dear Mr. / Ms,

This is to introduce Mr. Frank Jones, our new marketing specialist who will be in London from April 5 to mid April on business.

We shall appreciate any help you can give Mr. Jones and will always be happy to reciprocate.

Yours faithfully

尊敬的先生/小姐，

现向您推荐我们的\'市场专家弗兰克·琼斯先生。他将因公务在四月15日到四月中旬期间停留伦敦。

我们将非常感谢您向琼斯先生提供的任何帮助，并非常高兴施以回报。

商务英语写作介绍信3篇扩展阅读

商务英语写作介绍信3篇（扩展1）

——商务英语写作3篇

**介绍物品商务英文作文范文 第四篇**

A general-purpose machine that processes data according to a set of instructions that are stored internally either temporarily or permanently.

The computer and all equipment attached to it are called hardware.

The instructions that tell it what to do are called xxxsoftware.xxx A set of instructions that perform a particular task is called a xxxprogramxxx or xxxsoftware program.xxx

**介绍物品商务英文作文范文 第五篇**

>Economize Water Resource

The world is not only hungry but also thirsty. However, some people are still reluctant to turn a finger to save water. Some people don\'t turn a tap after use, while others even pollute clean water and make the situation worse. The severe drought in the southwest China once again pushes the issue of water-saving under hot discussion.

这个世界不仅很饿，而且很渴。可是，有些人仍然不愿意费一点儿功夫去节约用水。一些人用完水后不关水龙头，而另外一些人甚至污染干净的水，这使情况变得更糟糕。\*西南地区的严重干旱再一次将节水问题推向了讨论的热点。

However, as things stand today, the reasonable utilization of water resource is more significant than before. Firstly water consumption is soaring. The quick development of commerce and industry will consume more water for their reproduction. What\'s more, the great increasing of the world population also further aggravates the situation. Secoodly, due to the more and more serious water pollution, the sup\* of clean water fails to meet the demand.

然而，当前的情况是，合理利用水资源比从前更加重要。首先，水资源的消耗在飘升。商业和工业的快速发展消耗的水比再生水资源要多。另外，世界人口的大幅增长也使情况进一步恶化。其次，由于水污染越来越严重，洁净水的供应满足不了需求。

As a college student, not only will I save water by myself, but also I will attend different kinds of activities on water-saving. On the one haod, I will make the best of water instead of throwing clean water away at instant. On the other haod, I will call on my friends to save water and protect water. Anyway, many a little makes a mickle.

**介绍物品商务英文作文范文 第六篇**

Good morning, my name is jack, it is really a great honor to have this opportunity for a interview, I would like to answer whatever you may raise, and I hope I can make a good performance today, eventually enroll in this Pstigious university in September.

Now I will introduce myself briefly,I am 21 years old,born in Heilongjiang province ,northeast of china,and i am currently a senior student at Beijing XX major is packaging I will receive my bachelor degree after my graduation in the past 4 years,I spend most of my time on study,I have passed CET4/6 with a ease. And I have acquired basic knowledge of packaging and publishing both in theory and in practice. Besides, I have attend several packaging exhibition hold in Beijing, this is our advantage study here, I have taken a tour to some big factory and these I have a deeply understanding of domestic packaging industry.

Compared to developed countries such as us, unfortunately, although we have made extraordinary progress since 1978,our packaging industry are still underdeveloped, mess, unstable, the situation of employees in this field are awkward. But i have full confidence in a bright future if only our economy can keep the growth pace still. I guess you maybe interested in the reason itch to law, and what is my plan during graduate study life, I would like to tell you that pursue law is one of my lifelong goal,I like my major packaging and I won\'t give up.

I can not describe it well, but I know I am optimistic and confident. Sometimes I Pfer to stay alone, reading, listening to music, but I am not lonely, I like to chat with my classmates, almost talk everything ,my favorite pastime is

volleyball,playing cards or surf online. Through college life,I learn how to balance between study and entertainment. By the way, I was a actor of our amazing drama club. I had a few glorious memory on stage. That is my pride.

**介绍物品商务英文作文范文 第七篇**

Electronic mail,or e-mail for short,is an entirely new way of communication by means of fast,inexpensive,highly efficient and convenient,e-mail is so popular in developed countries that it is difficult to imagine modern life without it.

Nowadays, millions of computers all over the world have been connected to form a global network called can send or receive by e-mail a variety of information and documents such as letters,papers, video and audio files to anyone in over 170 countries in a short harriers are not a problem, because internet software is capable of translating your mail into whatever language you want. you can also store,,edit,compile and search your e-maih most importantly,e-mail helps us overcome space and time limitations in communication.

With the rapidly growing popularity of computers and the fast expansion of the information highway,wider and wider applications of internet e-mail will be developed and e-mail will soon become an indispensable means of communication.

**介绍物品商务英文作文范文 第八篇**

when it comes to advertisement and products, some people believe successful selling of products can’t be separated from advertisement. to begin with, advertisement keeps people informative about the price and function of products; what’s more, advertisement can help to improve products’ brand awareness and its reputation.

but on another hand, only with good quality can advertisement arouse customers’ interest in the products. otherwise, advertisement can be misleading and what has been discussed above, we may safely draw a conclusion that honest and colorful advertisement brings benefits to products, but at the same time, products’ quality can’t be ignored.

**介绍物品商务英文作文范文 第九篇**

Dear Mr. Sun：

We thank you for your letter of the 23rd August requesting addresses of possible agents for your products.

On the attached list we have given names and addresses of three firms who in our opinion would be able to provide you with the required services, and would be interested in your proposition.

Very truly yours.

Oscar Olender

Executive Chairman

Attachment

**介绍物品商务英文作文范文 第十篇**

Dear Mr. Sation：

With reference to your letter dated 3rd May 20xx, I am writing to apologies for the mistake we made.

The mistake was made because our com\*r broke down on 29 April. I can assure you we will send the cheque of $200 to you in two days. We will offer you 20% discount for you next stay.

Please accept our apologies for the inconvenience this error has caused you and we look forward to meeting you again.

Your sincerely

**介绍物品商务英文作文范文 第十一篇**

I. O. U.

March 20, 20\_

Borrowed from the office of the Foreign Languages Department a laptop computer and a tape recorder, which is to be returned within one week from this date.

Zhang Long

The Students’ Union

Receipt

March 27, 20\_

Received from the Students’ Union the following things:

One laptop computer

One tape recorder

The Foreign Languages Department Office

**介绍物品商务英文作文范文 第十二篇**

Dear Mr Zampieri

With reference to your letter dated 14 June, in which you requested information about A Cut Above, please find enclosed details about our company and the services we offer.

Our aim is always to provide our clients with the best possible combination of food, entertainment and location. By choosing A cut Above, you can relax and enjoy your special occasion while we do all the work. Events catered for by A cut Above include corporate functions such as conventions and Christmas balls and also family celebrations such as birthdays, weddings and anniversaries.

A Cut Above offers a variety of services from simply providing a gourmet menu to helping you choose the right venue and organise entertainment. We specialise in using our experience to meet your nees. To help us achieve this aim, we always arrange a meeting with a new client well before the date of any event in order to discuss the various possibilities.

As you can appreciate, we are unable to give quotations before our initial briefing with a client as price per head vaires with choice of menu.

To arrange a meeting or for any further information, please do not hesitate to contact myself or Elena Polidoro on 0123 4578.

A Cut Above look forward to hearing from you.

Yours sincerely

Sinead Walsh

**介绍物品商务英文作文范文 第十三篇**

Dear Mr. XXX,

We learn from ABC Co. ltd., New York that you are a leading exporter in your country. We are, at present, very much interested in importing your goods and would appreciate your sending us catalogue, sample books or even samples if possible.

Please give us detailed information on CIF Guangzhou prices, discounts, and terms of payment.

Should there be any items new to the . market, kindly let us know and send samples if available.

We hope this will be a good start for a long and profitable business relation, and we assure you of our close attention to your offers.

Sincerely,

**介绍物品商务英文作文范文 第十四篇**

People can find fake products everywhere, the fake products imitate the brandproducts, because of the low price of the fake products, people are willing tobuy them. The difference between the fake products and brand products is thematerial, the former have bad quality, the latter are in high quality and thematerial is comfortable. The fake products should be taken away by the policeand the manufacturer should be punished by the law. But the fact is that lessChinese people have the consciousness of copyright, people don’t know toprotect the consumer’s right. That is why the fake products popular all thetime.

人们可以随处找到山寨产品，山寨产品模仿牌子产品，因为山寨产品的价格低，人们愿意买。山寨产品和品牌产品的不同之处在于材质，前者质量不好，后者是高质量，材质很舒服。山寨产品应该被警察带走，生产商应该受到法律的制裁。但是事实上，很少有中国人有版权的意识，人们不知道保护消费者的权利。这就是为什么山寨产品一直流行。

**介绍物品商务英文作文范文 第十五篇**

Please look at the brilliantly attracting mobile phone in front of you. This is the latest product of the NOKIA. I\'m sure that you are absolutely amused by its perfect appearance, such as the silver-white metal shell, properly colored keyboard, the crystal screen, etc.

Of course, it\'s not persuasive to just judge it from the outside. There\'s no need to mention the ordinary functions as a mobile, so let me show you the unique and significant functions belonging to it. First, it has the google authorized GPS software, which can bring you a quite clear way when you step out in the open air. Second, the mobile phone can connect to the newly developed 3G net. This can provide you with a series of services such as watching videos, listening to music, delivering pictures and so on. At last, the most essential, it\'s not expensive in comparison with its fellow products.

So if you are considering to buy a new mobile phone and wondering which one to choose, I think this kind is an excellent choice.

**介绍物品商务英文作文范文 第十六篇**

Charm of intonation

Answering a phone in a clear and pleasant tone can show the speaker\'s professional demeanor and amiable your partner can\'t see your face, your joy or irritation will come through your you call, your tone should be smooth, soft and serene. Then, if you can talk to each other with a smile, it will make your voice more friendly and chew gum or eat while you\'re on the phone.

Decent questions and answers

The call should be answered immediately after the second bell rings

When the other party should take the initiative to identify the company or the name of the Department and its name, should not pick up the phone asked: “ Hello, who are you looking for? ” also, to call people need to leave a message should be clear to report the name, unit number, and a message in simple end of the telephone conversation, usually made by the calling party, then politely said goodbye to each matter what the reason for the telephone call, the party shall be responsible for the redial.

Telephone Message

In business complaints, it is most common to fail to return calls in a timely order not to lose every opportunity to clinch a deal, some companies even make telephone calls to be within an hour of the provisions of the within 24 hours of the phone message to reply, if you call back, just in case the other party is not in, but also to leave a message, indicating that you have called you really can\'t call back personally, you should trust someone else.

Pay attention to jet lag

Before making a call, make sure the difference between the time difference and the working hours of each country. Don\'t make a phone call on the day off so as not to influence the rest of the not to call home even if the customer has told you the phone number at home.

Use the telephone properly

In America you can sell the goods to a person be strangers to each other by telephone, while in Europe, Latin American and Asian countries, telemarketing or on the phone for a long time to talk business on the best way to develop good business relationships is to negotiate face to face with customers, while the telephone is mainly used to arrange course, once the two

**介绍物品商务英文作文范文 第十七篇**

Dear Mr. XXX,

You are recommended to us by Bank of China in New York that you are one of the leading sportswear dealers. Right now, we are particularly interested in importing various ranges of sportswear.

We are large dealers in textiles here and believe there is a promising market in our area for moderately priced sportswear.

It would be helpful if you could send us your latest catalogue and price list. If the quality of the goods comes up to our expectation and the delivery date is acceptable, we can probably let you have regular orders.

We are looking forward to your earliest reply.

Sincerely,

**介绍物品商务英文作文范文 第十八篇**

Computers: Are They Easier to Use ?

Here’s my simple test for a product of today’s technology:I go to the bookstore and check the shelves for remedial more books there are, the more my suspicions are computers and computer programs are getting easier to use,why are so many companies still making a nice living publishing books on how to use them?Computers manipulate information,but information is ’s nothing to see or programmer decides what you see on the don’t have knobs like old don’t have buttons, not real buttons.

Instead, more and more programs display pictures of buttons,moving even further into abstraction and like computers, but I hope they will disappear,that they will seem as stranger to our descendants as the technologies of our grandparents appear to ’s computers are indeed getting easier to us,but look where they started:so difficult that almost any improvement was have the power to allow people within a company,across a nation or even around the world to work together.

But this power will be wasted if tomorrow’s computers aren’t designed around the needs and capabilities of the human beings who must use them —a people-centered philosophy, in other means retooling computers to cope with human strengths,observing, communicating and innovating instead of asking people to conform to the unnatural behavior computers just leads to error. Many of today’s machines try to do too a complicated work processor attempts to double as a desktop pulsing program or a kitchen appliance come with half a dozen attachments,the product is bound to be awkward and burdensome.

My favorite example of a technological product on just the right scale is an electronic can be made smaller,lighter and far easier to use than a print version,not only giving meanings but even pronouncing the ’s electronic dictionaries,with their tiny keys and barely legible displays,are primitive but they are on the right track.

**介绍物品商务英文作文范文 第十九篇**

>Popularity of Green Food

Due to its high-quality and original tastes, green food appeals to more consumers. From supermmarkets to chain stores, green food is found everywhere.

绿色食品凭借它的高品质和天然味道，为众多消费者所钟爱。从大型超市到连锁店，到处能找到绿色食品的身影。

Why is green food so popular even though its price is usually higher than other food? On the one hand, recently a series of issues on food safety makes customers disturbed and anxious. In order to have the reliable food, more housewives opt to select green food for their family. Green food has been labeled as a kind of healthy, delicious and fashionable food. This is perhaps the most important reason for the popularity of green food. On the other haod, with the advance in living standard, people will pay more attention to the quality of food and their raised income is enough to cover the expenditure of food with a comparatively high price.

绿色食品的价格往往高于普通食品，为什么还能如此受欢迎呢?一方面，最近一系列的食品安全事件使消费者心有余悸。为了买到更值得信赖的食品，更多的家庭主妇选择了绿色食品。绿色食品已成为健康、美味和时尚食品的代表。这也许是绿色食品受欢迎的最重要的原因。另一方面，随着生活水\*的提高，人们更关注食品的质量，而他们的收入也足以支付价格比较高的食品。

With the development of the society, green food is certainly to hold a larger portion in the market. In the near future, people will be accustomed to enjoy the fresh vegetable, fruits and cereals without pesticide residues, artificial feed and contarnination. (183 words)

随着社会的`发展，绿色食品必然在市场中占据更大的比例。在不久的将来，人们会习惯于品尝没有杀虫剂、人工饲料和污染的新鲜蔬菜、水果和谷物。

**介绍物品商务英文作文范文 第二十篇**

INSTANT-DICT is an e-dictionary made in Hong Kong, China. It is the latest product of Hongyun Company Ltd. with a large vocabulary of I million words and phrases stored in it. So you can look up any word you meet in your Senior period. INSTANT-DICT is controlled by advanced computer technology which is also the latest technical result of the company\'s 20-year research.

The body of the INSTANT-DICT is made of light metal. Therefore it is small in size and convenient to carry; besides, it is easy to operate. The price is reasonable. It is a wise choice for English learners.

**介绍物品商务英文作文范文 第二十一篇**

The Importance of the World Expo

The World Expo is basically different from ordinary exhibitions for trade and economic promotion．It is the highest-class exhibition in the world．It aims to promote the exchange of ideas and development of the world’s economy，culture，science and technology, to allow exhibitors to publicize and display their achievements and to improve international relationships．Accordingly，the World Expo with its 150-year history is regarded as the Olympic Games of economy，science and technology．

The World Expo is a global event，huge in space and content. The Expo does not discriminate(歧视)against exhibitors on any basis，creating an opportunity for the host country to publicize itself and improve foreign relations．The exhibitors demonstrate their most distinctive，latest and most advanced products．The host city can also use the World Expo to accelerate municipal construction(市政建设)．During the World Expo，visitors from all over the world gather in the host country，which is advantageous for business and industry．It is such a large—scale international activity that countries compete vigorously against each other to win the host right．To date, a total of 24 cities in 13 countries have hosted the World Expo，including Britain，France，America，Germany，Belgium，Canada，Japan，Australia，Spain，Italy，Korea，Portugal and China．

世博会的重要意义

世博会与那些为促进贸易和经济发展的普通会展有着根本的区别。它是世界上最高级别的博览会。它以促进思想交流，发展世界经济、文化和科技为目标，使参展者能够宣传和展示他们的成就并改善国际关系。因此，有着l50年历史的世博会被认为是经济、科学与技术的奥林匹克盛会。

世博会是一项全球性的活动，在规模和内容上堪称宏大。世博会不以任何理由歧视参展者，为承办国创造宣传自己、改善对外关系的机会。参展者展示他们最富特色、最新和最先进的产品。举办城市也可以利用世博会加速市政建设。在世博会期间，世界各地的参观者聚集到东道国，这对商业和工业都非常有利。它是一场规模如此盛大的国际活动，以至许多国家都为拥有举办权而相互展开激烈竞争。到目前为止，共有13个国家的24座城市举办过世博会，包括英国、法国、美国、德国、比利时、加拿大、日本、澳大利亚、西班牙、意大利、韩国、葡萄牙和中国。

**介绍物品商务英文作文范文 第二十二篇**

Dear Mr. Clinton

Thank you for your letter of 9 May 20xx concerning faulty goods purchased in our store in London.

I am very sorry indeed that you were not satisfied with the pencils that you bought from our store.

Our company in always trying to improve the quality of its merchandise and we are very unhappy when one of our products does not give satisfaction. In fact, this was due to the breakdown of our packing machine.

In the meantime I regret the disappointment you were caused. As a gesture of goodwill, I have pleasure in refunding the cost of the pencils. And enclose a gift voucher that you can use in our London branch.

Thank you for bringing this matter to our attention. I hope any further purchases you many make at our stores will be up to our usual high standards

Yours sincerely

Paul Harvey

**介绍物品商务英文作文范文 第二十三篇**

To XXX：

I’m sorry to say that I cannot go to the bookstore ise you a replacement shipment. We pensate.

I do apologize for any inconvenience this may cause you and I , it was nowhere to be found. i will try to recover it as soon as possible. if i fail to find it, i will get a new book for you.

but i am afraid it can never take the place of the old one. old books are like old friends. once lost, they can never be replaced. they are connected with cherished associations which the new ones can never have. and for this irrecoverable loss, i am to blame. i was so careless with my things. this is a warning to me to be more careful in the future.

yours truly

**介绍物品商务英文作文范文 第二十四篇**

International business is inseparable from the telephone, a convenient means of communication. Can your voice be courteous when your voice travels around the world through the microphone?

The charm of intonation, answering the phone in a clear and pleasant tone, shows the professional demeanor and amiable character of the speaker. Although your partner can\'t see your face, your joy or irritation will come through your voice. When you call, your tone should be smooth, soft and serene. Then, if you can talk to each other with a smile, it will make your voice more friendly and enthusiastic. Never chew gum or eat while you\'re on the phone.

The appropriate answer calls should be answered immediately after the second bell sound, should take the initiative to identify the company or department name and his name after politely greeting each other, do not pick up the phone and asked: “ Hello, who are you looking for? ” also, to call people need to leave a message should be clear to report the name, unit number, and a message in simple language. The end of the telephone conversation, usually made by the calling party, then politely said goodbye to each other. No matter what the reason for the telephone call, the party shall be responsible for the redial.

Telephone calls are most common in commercial complaints and cannot be answered in a timely manner. In order not to lose every opportunity to clinch a deal, some companies even make telephone calls to be within an hour of the provisions of the reply. Generally within 24 hours of the phone message to reply, if you call back, just in case the other party is not in, but also to leave a message, indicating that you have called back. If you really can not personally call back, you should entrust others agency.

Pay attention to the time difference. Make sure you know the time difference and the hours of work before you make a call. Don\'t make a phone call on the day off so as not to interfere with the rest of the day. Try not to call home even if the customer has told you the phone number at home.

The proper use of the phone in America you can sell the goods to a person be strangers to each other by telephone, while in Europe, Latin American and Asian countries, telemarketing or on the phone for a long time to talk business on the unacceptable. The best way to develop good business relationships is to negotiate face to face with customers, while the telephone is mainly used to arrange interviews. Of course, once the two sides have met, it is much easier to communicate with each other by telephone.

**介绍物品商务英文作文范文 第二十五篇**

Dear Mr. Grison：

Thank you for your letter of 6 May 20xx concerning the faulty tableware.

I am extremely sorry to learn that the delivery you took on 2 April was of poor quality. This was due to our faulty packing machine. We now have it repaired and we will replace the faulty delivery free of charge within three days.

We have been sup\*ing you for five years and we will replace the faulty delivery free of charge within three days.

We have been sup\*ing you for five years and you have always been one of our excellent customers. Therefore, I greatly regret the inconvenience it has caused and would like to offer my sincere apologies. I can assure you that such occasion will not occur and our supplies in the future will again be of our usual high standards.

I hope that you can use our company as your supplier in the future.

Your sincerely

**介绍物品商务英文作文范文 第二十六篇**

As the development of technology, today people keep in touch with each other not only by cell phone, but also through email.

When we open computer, we may find all kinds of message, some are important, they are sent from friends, while some are rubbish message, which are sent by the unknown ones.

As we can get the message from all resources, we may be cheated any time. There are always some messages about ads in our emails, such as the car secure, some ads say you are the one who hits their luck, you can have the big prize if you give them some message they need.

A lot of people get cheated, because they want to try to get the prize. When we read the email, we should take care of the fraud, never be greed, the fortune can’t fall from the sky, only we work for it.

**介绍物品商务英文作文范文 第二十七篇**

Dear Sir or Madam：

I am senior from the Department of Business Administration of Beijing University. I am writing the letter in purpose of ap\*ing for admission into your esteemed institution/your recently advertised position for a staff member.

I am sure that I am qualified for it. First, enclosed with this letter is my resume, which further details my previous academic qualifications and work experience. Second, not only do my qualifications and experience make me a perfect candidate for it, my cheerful personality is well suited to studying in your prestigious university/working as a staff member. Last, my hobbies include sports and music.

Words fail me when I try to express my heartfelt gratitude to the help you rendered me. Your prompt and favorable attention to my inquiry would be highly appreciated.

Yours sincerely,

Li Ming

**介绍物品商务英文作文范文 第二十八篇**

Dear Mr. / Ms.,

This is to introduce Mr. Frank Jones, our ne April 5 to mid April on business.

We shall appreciate any help you can give Mr. Jones and ing season.

We shall be most grateful if you will introduce him to reliable manufacturers and give him any help or advice he may need.

Yours faithfully

尊敬的先生/小姐:

我们非常高兴向您介绍我们纺织部的进口经理王有先生。王先生将在你市度过三周，他要与主要的生产厂家拓展商务并为下一季度采购装饰织品。

如能介绍他给可靠的生产厂家，向他提供所需的任何帮助或建议，我们将不胜感谢。

您诚挚的：xxx

**介绍物品商务英文作文范文 第二十九篇**

Dear Sir: May 1, 20\_

Inquiries regarding our new product, the Deer Mountain Bike, have beden coming in from all parts of the world. Reports from users confirm what we knew before it was put on the market - that it is the best mountain bike available. Enclosed is our brochure.

Yours faithfully

**介绍物品商务英文作文范文 第三十篇**

Dear Mr. / Ms,

I was very concerned when I received your letter of yesterday complaining that the central heating system in your new house had not been completed by the date promised.

On referring to our earlier correspondence,I find that I had mistaken the date for completion. The fault is entirely mine and I dee\* regret that it should have occurred.

I realize the inconvenience our oversight must be causing you and will do everything possible to avoid any further delay. I have already given instructions for the work to have priority and the engineers working on the job to be placed on overtime. These arrangements should see the installation completed by next weekend.

Yours faithfully

尊敬的先生/小裤，

昨天收到你的来信，抱怨你新家的中央加热系统未按规定时间装好，对此我非常关心。参考较早的通信，我发现我搞错了完成日期。错误完全是我的，对此我非常抱歉。

认识到我们的.疏忽给你造成的不便，我们将竭尽全力避免再耽搁。我已指示这项工作优先做并让工程人员加班。这样安排会于下周完成安装。

您诚挚的

**介绍物品商务英文作文范文 第三十一篇**

Reports

Resource Planning Manager: Assessment ofSuitability for Home-based Working

Introduction

The purpose of this report is to assess the suitabilityof my position as Resource Planning Manager forhome-based working.

Findings

My working pattern and that of my colleagues variesfrom week to week. During certain periods a large proportion of my time is spent doingfieldwork. This is followed by office-based work collating and recording the data collected. Oncethe results have been recorded, I proofread the colour copies of all reports and maps.

As regards communication with colleagues, department meetings are held once a fortnight. Atall other times, the inpidual members of the team communicate either face-to-face or byphone, depending on their location. Apart from official meetings, the same results can beachieved whether I am in the office or working elsewhere.

Conclusion

It is clear that I would be able to undertake the same duties while working from home for a largeproportion of my time. Clearly, some days would be spent in the office for face-to-facecommunication with colleagues. It would also be necessary to use the technical facilities ofthe office at times. However, in order to be able to work effectively from home, I would needto be provided with a networked computer and printer.

Recommendations

I would suggest that I should be given the necessary equipment to work partially from homefor a trial period. After this time, further consultation should take place in order to reassessthe situation.

**介绍物品商务英文作文范文 第三十二篇**

To XXX：

I’m sorry to say that I cannot go to the bookstore with you on Friday afternoon. I have just found that I have to attend an important class meeting that afternoon. I hope the change will not cause you too much trouble.

Shall we go on Saturday morning? We can set out early so that we’ll have more time to read and select books. If it’s convenient for you, let’s meet at 8:30 outside the school gate. If not, let me know what time suits you best. I should be available any time after school next week.

Yours,

Li Hua

**介绍物品商务英文作文范文 第三十三篇**

product piracy in china is a serious problem. in our daily life,we will find ourselves surrounded by a vast range of piracy, like vcds and books.

pirate

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