# 英语公函格式范文

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*英文公函的`写作格式与中文的差不多，接下来小编搜集了英语公函格式范文，仅供大家参考，希望帮助到大家。Dear Mr. / Ms,We have opened at the above address a sales office for o...*

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Dear Mr. / Ms,

We have opened at the above address a sales office for our products here in New York. We employ a staff of consultants and a well-trained service department which makes routine checks on all equipment purchased from us. We would be pleased if you would take full

advantage of our services and favourable shopping conditions. We fully guarantee the quality of our products.

Yours faithfully

xx

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Yours,

xxx

Dear Mr. / Ms,

Owing to the large increase in the volume of our trade with this country we have decided to open a branch here, with Mr. Wang Lo as manager. The new branch will open on 1st March and from that date all orders and inquiries should be sent to Mr. Wang Lo at the above address, instead of to our London office. We take this opportunity to express our thanks for your cooperation in the past. We hope the new arrangements will lead to even better results.

Your,

xx

Dear Mr/Ms,

With the demolition of our premises at the above address under a redevelopment scheme, the part of our business carried on there will be discontinued after the end of October. On Monday, 1st October, we are holding a closing-out sale. Stock on hand will be cleared regardless of cost. There will be substantial reductions in all departments and in some cases, prices will be marked down by as much as one half. Stock to be cleared is unrivaled in both variety and quality. As the sale is likely to be well attended, we hope you make a point of visiting the store as early as possible during the opening days.

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