# 广交会英文版邀请函

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*下面是小编整理的广交会英文邀请函，欢迎大家参考! 广交会英文邀请函一： LETTER OF INVITATION Dear Sirs/Madam: We hereby sincerely invite you a...*

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广交会英文邀请函一：

LETTER OF INVITATION

Dear Sirs/Madam:

We hereby sincerely invite you and your company representatives to visit our booth at The Continental Exhibition Center from April 15th to 20th 20XX.

Were one of the manufacturers specialized in sanitaryware, concluding one two piece toilet, wash basin, cabinet basin, pedestal basin, bidet, urinal, counter basin , decorated ceramics and so on. Our new models offer superb design and their new features give them distinct advantages over similar products from other manufacturers.

It would be a great pleasure to meet you at the exhibition.We expect to establish long-term business relations with your company in future.

Exhibition Center : The Continental Exhibition Center

Booth Number : G-K105 G-K-106

Date : Apr 15th to 20th 20XX

Best Regards

Mr.Su Jia Jian

General Manager

广交会英文邀请函二：

Dear sir/madam:

Im delighted you have accepted our invitation to speak at the Conference in [city] on [date].

As we agreed, youll be speaking on the topic from [time] to [time]. There will be an additional minutes for questions.

Would you please tell me what kind of audio-visual equipment youll need. If you could let me know your specific requirements by [date], Ill have plenty of time to make sure that the hotel provides you with what you need.

Thank you again for agreeing to speak. I look forward to hearing from you.

Sincerely yours,

[name]

[title]

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