# 邀请函与感谢信

来源：网络 作者：空谷幽兰 更新时间：2024-10-03

*邀请函的常用句：1. We are pleased to invite you to attend…. 很高兴邀请您参加……2. It is our pleasure to invite you to attend….很荣幸邀请您……3. ...*

邀请函的常用句：

1. We are pleased to invite you to attend…. 很高兴邀请您参加……

2. It is our pleasure to invite you to attend….很荣幸邀请您……

3. We are longing to see you soon.期待尽快见到您。

4. We sincerely hope you can attend.我们期待您的光临。

5. We do hope that you will be able to join us on this occasion.

我们期待您能出席我们的会议。

6. We are looking(来自:WwW.zaiDian.com 在点网) forward to meeting you at the party.

我们期待在聚会上见到您。

7. We are sure that you will enjoy yourself here.

我确信您在这儿会度过美好时光。

8. Please let me know as soon as possible if you can come.

是否参加，请早日告知。

感谢信

【例文】

Dear Mr. / Ms,

Thank you for your letter on June 4, enclosing an account of the organization and work at your Chamber of Commerce and Industry.

We are very grateful for such a detailed account of your activities. This information is certain to help increase our future cooperation.

Yours sincerely，

【译文】

尊敬的xx先生（或xx小姐）：

感谢您六月四日的来信及关于你们工商总会的组织结构与的工作详细说明。

我们非常感谢你们提供如此详细的工作介绍。这些信息一定能帮助促进我们未来的合作。

至此敬礼！

以下是感谢信中的常用句：

Thank you very much for your kind and warm help.

Many thanks for your…

Please accept/extend my (sincere) thanks…

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