

2020年BEC商务英语考试初级写作案例

祝贺晋升

Dear Zhang Ling:

How pleased I feel when I heard you have been promoted to the position of Credit-Manager. I really think that you deserve the position because of your extensive experience, diligence and outstanding intelligence.

My congratulations should also be extended to the president of your bank. He has such a good sense to find the best person.

Congratulations on your well-deserved promotion.

Truly Yours,

对祝贺晋升的回函

Dear Mr. Smith:

Thank you for your kind letter of September 15 and for the supportive words.

My new position is one that will require total commitment, and I assure you that I am determined to do my utmost to tide us over during this difficult time and to make the company stronger in every way possible.

I look forward to your continued support and patronage.

Sincerely,

