

BEC 高级写作：英文电子邮件高频句

1. Initiate a meeting 发起会议

I would like to hold a meeting in the afternoon about our development planning for the project A.

今天下午我建议我们就 A 项目的发展计划开会讨论一下。

I suggest we have a call tonight at 9:30pm (China Time) with you and Brown. Please let me know if the time is okay for you and Ben.

我建议我们今晚九点半和 Brown 小聚一下，你和 Ben 有没有空？

We'd like to have the meeting on Thu Oct 30. Same time.

十月三十号（周四），老时间，开会。

Let's make a meeting next Monday at 5:30 PM SLC time.

下周一盐湖城时区下午五点半开会。

I want to talk to you over the phone regarding issues about report development and the XX project.

我想跟你电话讨论下报告进展和 XXX 项目的情况。

2. Seeking for more information/feedbacks/suggestions 咨询信息/反馈/建议

Shall you have any problem accessing the folders, please let me know.
如果存取文件有任何问题请和我联系。

Thank you and look forward to having your opinion on the estimation and schedule.

谢谢你，希望能听到更多你对评估和日程计划的建议。

Look forward to your feedbacks and suggestions soon.

期待您的反馈建议！

What is your opinion on the schedule and next steps we proposed?

你对计划方面有什么想法？下一步我们应该怎么做？

What do you think about this?

这个你怎么想？

Feel free to give your comments.

请随意提出您的建议。

Any question, please don't hesitate to let me know.

有任何问题，欢迎和我们联系。

Any question, please let me know.

有任何问题，欢迎和我们联系。

Please contact me if you have any questions.

有任何问题，欢迎和我们联系。

Your comments and suggestions are welcome!

欢迎您的评论和建议！

Please let me know what you think?

欢迎您的评论和建议！

Do you have any idea about this?

对于这个您有什么建议吗？

It would be nice if you could provide a bit more information on the user's behavior.

您若是能够就用户行为方面提供更多的信息就太感激了！

At your convenience, I would really appreciate you looking into this matter/issue.

如果可以，我希望你能负责这件事情。

3. Give feedback 意见反馈

Please see comments below.

请看下面的评论。

My answers are in blue below.

我的回答已标蓝。

I add some comments to the document for your reference.

我就文档添加了一些备注，仅供参考。

4. Attachment 附件

I enclose the evaluation report for your reference.

我附加了评估报告供您阅读。

Attached please find today's meeting notes.

今天的会议记录在附件里。

Attach is the design document, please review it.

设计文档在附件里，请评阅。

For other known issues related to individual features, please see attached release notes.

其他个人特征方面的信息请见附件。

5. Point listing 列表

Today we would like to finish following tasks by the end of today:1.....2.....

今天我们要完成的任务：1.....2.....

Some known issues in this release:1.....2.....

声明中涉及的一些问题：1.....2.....

Our team here reviewed the newest SCM policy and has following concerns:1.....2.....

我们阅读了最新的供应链管理政策，做出如下考虑：1.....2.....

Here are some more questions/issues for your team:1.....2.....

以下是你们团队的一些问题：1.....2.....

The current status is as following: 1.....2.....

目前数据如下： 1.....2.....

Some items need your attention:1.....2.....

以下方面需提请注意：1.....2.....

6. Raise question 提出问题

I have some questions about the report XX-XXX

我对 XX-XXX 报告有一些疑问。

For the assignment ABC, I have the following questions:...

就 ABC 协议，我有以下几个问题：

7. Proposal 提议

For the next step of platform implementation, I am proposing...

关于平台启动的下一步计划，我有一个提议.....

I suggest we can have a weekly project meeting over the phone call in the near future.

我建议我们就一周项目开一个电话会议。

Achievo team suggest to adopt option A to solve outstanding issue.....

Achievo 团队建议应对突出问题采用 A 办法。

8. Thanks note 感谢信

Thank you so much for the cooperation 感谢你的合作！

I really appreciate the effort you all made for this sudden and tight project.

对如此紧急的项目您做出的努力我表示十分感谢。

Thanks for your attention!

谢谢关心！

Your kind assistance on this are very much appreciated.

我们对您的协助表示感谢。

Really appreciate your help!

非常感谢您的帮助！

9. Apology 道歉

I sincerely apologize for this misunderstanding!

对造成的误解我真诚道歉！

I apologize for the late asking but we want to make sure the correctness of our implementation ASAP.

很抱歉现在才进行询问，但是我们需要尽快核实执行信息。

