2019大连峰会门票转票流程

**转票流程**：

直接回复大连峰会票务发给您的确认邮件，标题为：

“**大连峰会门票确认函| Dalian Conference Ticket Confirmation**”

**邮件模板：**

**收件人：***dl19\_conference@sina.com*

**Dear大连峰会票务组，**

**我是\*\*,来自\*\*（俱乐部名称）很遗憾不能参加19年大连峰会。所以将我的票转给\*\*（收票人所在俱乐部）的\*\*（收票人姓名）。**

**我的个人信息如下：**

1中文名字  
2英文名字  
3电话  
4邮箱  
5俱乐部名字  
6俱乐部所在中区&小区

**他／她的个人信息如下：**

1中文名字  
2英文名字  
3电话  
4邮箱  
5俱乐部名字  
6俱乐部所在中区&小区

祝好！

谢谢

 How to Inform Ticket Team about Your Ticket Transfer

**Conference Ticket Transfer Process：**Reply the ‘Ticket Confirmation’ Email from Dalian Conference Ticket Team Directly. The mail title should be :

“**大连峰会门票确认函| Dalian Conference Ticket Confirmation**”

**Email Template:**

**To:** dl19\_conference@sina.com

**Content:**

Dear ticket team,

I am \*\* (Your name), from \*\*(Your Club Name). It’s a pity that I could not attend Dalian Conference this year. My personal information are as below:

1. Chinese Name  
2. English Name  
3. Phone Number  
4. Email Address  
5. Club Name  
6. Area & District which my club belongs to

Now I would love to transfer this ticket to \*\*(The one who will buy your ticket), from \*\*(His/her Club Name). His/her personal information are as below:

1. Chinese Name  
2. English Name  
3. Phone Number  
4. Email Address  
5. Club Name  
6. Area & District which your club belongs to

Best regards,

\*\*（Your Name）