Dear Mr. Johnson （2017年12月）

I bought a washing machine from your shop two weeks ago, but I regret to tell you that it went down three days later. After checking, I assumed that the machine couldn't work due to the improper packing. I called the Customer Service Center and they promised to offer on-site repair, However, they haven t' sent any one yet. Therefore, I would like to ask you to repair the machine as soon as possible or to replace a new one. Otherwise, i demand that full refund be made to me .

Thank you for your consideration and I will be looking forward to your reply.

尊敬的先生 约翰逊。

两周前我在你店里买了一台洗衣机，但我很遗憾地告诉你，他们三天后坠毁。在检查之后，由于包装不当，我认为机器不能工作。我打电话给客户服务中心，他们答应提供现场维修，然而，他们还没有'还发送任何一个。因此，我想问你尽快修复机或更换新的。否则，我要求给我全额退款。

谢谢你的关心，我会期待你的回复。

Dear Mr. Smith （2015年12月）

As a manager of market department in ABC company, I' m honored to invite you to attend the new product release meeting in Dongfang Hotel.

The New Product Release meeting was decided to be held on December 18th, 2015. We will present the new products of our company and invite experts to do reports. After that, professional negotiation will be held.

We appreciate your cooperation with us for long term. Please write back to confirm before November 30th. Looking forward to your reply.

尊敬的先生史密斯

我是在ABC公司的市场部的经理，我很荣幸邀请您参加在东方宾馆举行的新产品发布。

新产品发布会会议决定将于2015年12月18日举行。我们将介绍我们公司的新产品，并邀请专家做报告。之后，将举行专业谈判。

我们感谢您与我们长期合作。在11月30日之前，请回信确认期待你的回复。

Dear Mr. Smith （2014年12月）

I have received your letter, and you said you want to borrow the common room in the building to sell some old stuff. I' m very sorry to inform you that I cannot lend the room to you. According to the apartment rule, the common room cannot be used as a place for selling stuff.

Personally, I suggest you to use the open-air parking lot. It s large and suitable for displaying your stuff. If you want to use the place, please inform me one week in advance and inform the other residents in the buiIding.

Looking forward to your reply.

Sincerely yours

Huang gao jing

尊敬的先生史密斯

我收到你的来信，你说你想借共同的房间在大楼出售一些旧东西。我很抱歉地通知你，我不能把房间借给你。根据规则的公寓，休息室不能用作一个卖东西的地方。

就我个人而言，我建议你使用露天停车场。 地方又大和适合显示你的东西。如果你想使用的地方，请提前一周通知我，并告知其他居民大楼，期待你的回复。

至此敬礼

黄高静