

Usual English Letters

Copyrights reserved by Raymond Yeung Tax Consultant
Tel/WhatsApp/WeChat/PayMe/FPS: 852-94735846

常用英文信件

商業信件

- 2.1 Sales promotion 1
- 2.2 Sales promotion 2
- 2.3 Sales promotion 3
- 2.4 Sales promotion 4
- 2.5 Sales promotion 5
- 2.6 Apology for non-delivery of goods
- 2.7 Reply to enquiry from customer
- 2.8 Ask an old customer to introduce new customers
- 2.9 Ask an old customer to be a reference
- 2.10 To welcome a new customer
- 2.11 To thank a customer for pointing out a problem
- 2.12 To apologize for substandard product
- 2.13 To apologize for a justified complaint
- 2.14 To introduce a new employee to a customer
- 2.15 To ask an old customer why he no longer patronizes us
- 2.16 To invite a customer to a social gathering
- 2.17 To inform a customer of price adjustment
- 2.18 To inform a customer change of settlement policy
- 2.19 To offer a credit limit to a customer
- 2.20 To a customer whose cheque was bounced by the bank
- 2.21 To request a customer to settle his overdue debt
- 2.22 To request overdue payment - second notice
- 2.23 To request overdue payment - final notice

- 2.24 Purchase enquiry 1
- 2.25 Purchase enquiry 2
- 2.26 Late delivery of goods
- 2.27 Invitation to tender a price
- 2.28 To praise for excellent service
- 2.29 To complain for substandard service
- 2.30 Job Application Form
- 2.31 Engagement letter to a new employee
- 2.32 Contract of Employment
- 2.33 Commendation letter to employee
- 2.34 Dismissal letter to employee
- 2.35 Warning letter to employee - lazy worker
- 2.36 Warning letter to employee - poor performance
- 2.37 Warning letter to employee – misconduct
- 2.38 Letter to seek reference from a referee
- 2.39 Reference letter – Excellent performance
- 2.40 Reference letter – Very good performance
- 2.41 Reference letter – Good performance
- 2.42 Reference letter – Satisfactory performance
- 2.43 Job application letter 1
- 2.44 Job application letter 2
- 2.45 Job application letter 3
- 2.46 Notice of resignation

其他信件

- 2.47 A letter to express love to your darling
- 2.48 A letter telling what is life

- 2.49 A letter paying regard to an old friend
- 2.50 A letter congratulating a friend on her marriage
- 2.51 A letter expressing seasonal greeting to a customer
- 2.52 Letter of thanks - for courtesy to a relative
- 2.53 Letter of thanks - for a visit
- 2.54 Letter of thanks - for a dinner
- 2.55 Letter of thanks - for a gift

賀卡

- 2.56 Birthday
- 2.57 Mother's day
- 2.58 Father's day
- 2.59 St. Valentine's day
- 2.60 Teacher's day
- 2.61 New born baby
- 2.62 Newly weds
- 2.63 Job promotion
- 2.64 Retirement
- 2.65 Moving house
- 2.66 Starting a new business
- 2.67 Graduation day
- 2.68 A note of thanks
- 2.69 Seeing a patient
- 2.70 Comforting a friend
- 2.71 Farewell a teacher
- 2.72 Farewell a friend

Raymond Yeung 教授英語

課程主要教授如何用最短的時間、最少的精力學會常用英語，助你商場得意，職場勝利，眼光擴闊，生活暢快。

私人(一對一)個別教授 每堂 2 小時，可選擇 課程 A 或 課程 B

A: 全套課程 (3 堂 6 小時) \$1,200. 首堂付，送 **英語速成秘笈** (學習精要筆記 study notes + 快速學英語多功能軟體 CDR)

B: 速成課程 (1 堂 2 小時) \$500. 送 **英語速成秘笈** (學習精要筆記 study notes + 快速學英語多功能軟體 CDR)

時間：雙方協議 (早上九時至下午九時) 星期一至日，包括公眾假期

地點：雙方協定

詳情請看網頁 <http://rytc.com.hk/PractEng.htm>

或 致電/WhatsApp 94735846