

1. Notice

According to the weather forecast, the typhoon, coupled with a storm, will affect our city in two days. Please pay attention to safety, avoid going out and take precautions.

If you need any help, please contact us. Free sandbags are available in the service center for residents on the first floor.

Telephone number: 656****793.

Community Volunteer

2. Word for reference: An win-win

Re: Letter of Thanks

Date:

Dear Sir or Madam,

I'm writing to express my thanks for your warm reception when I visited your company in the UK.

This visit was fruitful. I went to your factory and had a talk with clients. We signed a win-win coc ation agreement.

Our company produces many other products which meet the market demand in your country. It's possible to carry out further cooperation.

I'm looking forward to your visit. Thanks again!

Yours sincerely,

Wang Xiaogang Marketing Manager

3. Re: A letter of complaint

To:Mr. Hoffman

Date: xxx

Dear Mr.Hoffman,

I'm writing to complain about the poor service of your company. Two weeks ago, we signed a contract with your company, purchasing 1000 bedside lamps, and the order number is HP3456236. We have agree

that your company will make a delivery within one week and we are supposed to receive the goods within 10 days. However, we still haven't received the goods or any related information.

Please check and inform us of any information by email.

Looking forward to your early reply.

Your sincerely

Mr. Wang Bin

Purchasing Dept manager

多年以后，那名少女身患重病，生命垂危。当地的医生都束手无策。最终，他们只得把她送到附近的一个大城市，那里可以请专家来研究这种罕见的疾病。而这时已经成为著名医生的霍华德·凯利也受邀参与会诊。听到这个病人所在小镇的名称时，他眼里充满了深切的忧虑。他立马动身，径直穿过医院来到她的病房。

在我等餐点时，我周围的顾客变得更不耐烦了。他们开始对柜台后面的工作人员大喊大叫。吃快餐的人没时间去体会别人的感受。匆忙中，食品袋中漏掉了番茄酱。当我回去要的时候，那个负责饮料的人给了我一个紧张的眼神，眼神里混杂着焦虑、恐惧和沮丧。

经过长时间的斗争，这场战斗取得了胜利。凯利医生要求把最后的账单交给他审批。他看了看，然后在旁边写了些什么。账单被送到她的房间。她不敢打开它，因为她确信它会用她的余生来偿还。最后，她还是看了，账单边上的那张字条引起了她的注意。她读了这些话。