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- If we can be of further assistance, please feel free to contact me directly.

如果還有什麼我們能幫得上忙的，別客氣，請直接與我聯繫。

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佳句便利貼

- Thank you for you idea.
感謝您提出您的構想。
- What a great idea!
這點子真棒！
- That's not a very good idea.
這構想不太好。
- We welcome all suggestions.
我們歡迎所有建議。
- Rest assured, your suggestion will be considered carefully.
放心，我們一定會仔細考慮您的建議。
- You can be certain that your suggestion will be taken seriously.
您可以放心，我們一定會慎重考慮您的建議。
- Please feel free to call me at this number.
請別客氣，就打這支電話與我聯繫。



FAQ 7

敲定生意的關鍵

Question

What is a form letter?

何謂「form letter」？

Answer

A form letter is any letter or email message where the same letter or message is sent out to everyone. The letter may have your name at the top, or it may say "To whom it may concern," or Dear valued customer," but the content of the letter does not change from person to person. Form letters are viewed by many people as impersonal and not good business practice, but they are sometimes useful during advertising campaigns.

「form letter」是指寄給多位收件者的同內容信件或 email。這種信開頭可能寫著你的姓名，也可能寫著「To whom it may concern」（敬啟者），或「Dear valued customer」（尊貴的顧客），但是內容卻不會因為收件人不同而有所差異。許多人認為 form letter 很沒人情味，並非理想的商業手法，但就廣告活動來說，有時還挺有效的。

Q & A