

# Affärer

## Reservationer

### Reservationer - Att göra en bokning

#### Engelska

I would like to book...

Formellt, artigt

#### Kinesiska

我想预订...

I wish to book...

Formellt, artigt

我希望预订...

Do you have any vacancies on...

Formellt, artigt

在...的时候还有空位吗？

I would like to reserve a room on the...

Formellt, artigt

我想在...的时候预订一个房间

We would like to reserve one of your conference rooms with seating capacity for 100 people.

Formellt, artigt

我们想预订一个能容纳100人的会议室。

I would like to reserve...in the name of...

Formellt, artigt

我想以...的名字预订一个...

We also need the following equipment and services:

Formellt, artigt

我们还需要下列设备和服务：

### Reservationer - Att ändra en bokning

#### Engelska

Would it be possible to change the date of the booking to...

Formellt, artigt

#### Kinesiska

将预订时间改为...可以吗？

Unfortunately I am double booked on the day we arranged. Would it be possible to reserve the room for another date?

Formellt, artigt

不好意思，我们预约那天我另外有约，将此房间的预约改为另外一天可以吗？

I am afraid I must ask you to alter my booking from...to...

Formellt, mycket artigt

恐怕我不得不请您将预订由...改为...

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I would like to reserve an additional room, where lunch will be served after the meeting.

Formellt, artigt

我想再多预订一个房间，可以会后用于供应午餐。

### Reservationer - Att avboka

#### Engelska

I'm afraid I have to cancel our reservation for...because...

Formellt, artigt

#### Kinesiska

恐怕我不得不取消...时的预订，因为...

Owing to..., I am afraid that I must cancel my booking.

Formellt, artigt

因为...，恐怕我不得不取消预订。

Unfortunately I have to cancel our reservation for a small conference room and a three course dinner.

Formellt, artigt

抱歉的是我不得不取消我们一个小会议室和三道菜晚餐的预订。

I could not reach you on the phone, so I am writing you this mail to tell you I have to cancel our reservation for the conference room. I'm extremely sorry for any inconvenience caused.

Formellt, artigt

您的电话无法接通，所以给您写邮件告诉您我不得不取消关于会议室的预订。对因此造成的任何不便，请你见谅。