

To taxi driver

Dear Sir/Madam,

I'm the participant of *International Conference "Analysis, Topology and Applications"* to be held in Harbin Institute of Technology. Due to delay of my flight, I fail to meet people from HIT. Would you please send me to Xiyuan Hotel located in the first campus of HIT? If possible, would you please also give a call to Mr. You Chao with the number: 13936643459, who will pay you and take responsibility for me. Thank you very much!

致出租车司机

司机先生/女士：

您好！我是即将在哈工大召开的“分析、拓扑及其应用”国际会议的参会者。由于航班延误，我未能与哈工大的接机人员相遇。您可以将我送到位于哈工大一校区的西苑宾馆吗？如有可能，还烦请致电尤超老师（13936643459），他将支付您费用并能为我负责。非常感谢！

To hotel clerk

Dear Sir/Madam,

I'm the participant of *International Conference "Analysis, Topology and Applications"* to be held in Harbin Institute of Technology. Due to delay of my flight, I fail to meet people from HIT. I have a room booked here, so would you please help check that? If possible, would you please also give a call to Mr. You Chao with the number: 13936643459, who is one of the local organizers and will take responsibility for me. Thank you very much!

致宾馆前台

先生/女士：

您好！我是即将在哈工大召开的“分析、拓扑及其应用”国际会议的参会者。由于航班延误，我未能与哈工大的接机人员相遇。我在这里预订有房间，您可以帮助查一下吗。如有可能，还烦请致电尤超老师（13936643459），他是会议的当地组织者并能为我负责。非常感谢！