# 英语告知信范文100字(实用16篇)

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*英语告知信范文100字1Dear Jim，I‘d like to tell you that I‘ve been a senior high school student now。At the sight of my new school，...*

**英语告知信范文100字1**

Dear Jim，

I‘d like to tell you that I‘ve been a senior high school student now。

At the sight of my new school，I found it so wonderful that I can‘t describe it with all my words。There are many trees，bright rooms，as well as a large playground。In addition，I‘ve met a lot of new friends，who are very friendly to me。Also，I‘ve taken my first English class in senior high school today。My teacher is not only knowledgeable but also a little interesting，which made me rather excited。

At the end of the day，I felt a little tired but more than happy，for I‘ve met so many interesting classmates。

Best wishes to you！

yours

**英语告知信范文100字2**

1. 假定你是校排球队队长李华。请写封邮件>告知你的队友chris球队近期将参加比赛，内容包括：1．比赛信息；2．赛前准备；3．表达期待。

dear chris,

how are you doing? recently, an important volleyball game will be held in our school stadium, so, as captain of the team, i, on behalf of all our teammembers, am writing to inform you of some relevant details about it.

first and foremost, the competition to be held will begin at 2 . and last for roughly 3 hours. so significant is the game that it is required that everyone should present themselves ahead of time. furthermore, it is necessary for you to take a good rest, which will provide enough energy for you. to sum up, i wish that with joint efforts and excellent teamwork, we could live up to the expectations of our school. and i firmly believe our hard work will pay off. (only with adequate preparation, excellent teamwork plus positive attitude can our victory be guaranteed.)

looking forward to our victory!

yours,

li hua

2. 假定你是李华，你的英国朋友peter来信询问你校学生体育运动情况。请你给他回信，内容包括：

学校的体育场馆；2. 主要运动项目；3. 你喜欢的项目

dear peter,

i’m exceedingly delighted to hear from you. learning that you intend to know the physical exercise in our school and the following information may give you a rough sketch. (i’m writing to inform you of some relevant information.)

to begin with, a fabulous new stadium has been built up, which has become the new landmark i our school. moreover, with the stadium set up, a wide range of sports events are able to be held, of which ping-pong, football as well as running competitions enjoy great popularity. as for me, i’m intoxicated with basketball since it has been giving me strength to face the challenge in my life.

all in all, i sincerely invite you to come and visit our school.

yours,

li hua

3. 假定你是李华，你的英国朋友alex即将来你校参加国际中学生汉语夏令营，请写一封电子邮件告知其相关信息，内容包括：

1. 表示欢迎； 2. 介绍活动内容； 3. 你的期待

dear alex,

delighted to learn you’ll participate in the chinese summer camp, i’m writing to extend my cordial welcome and inform you of some relevant information.

aimed at offering a platform for foreign students to develop an interest in chinese, various activities will be arranged, ranging from learning basic chinese characters to exploring the art of chinese calligraphy. appreciating classic chinese movies and poems will also add fuel to your enthusiasm.

i highly expect the experience to be rewarding, perfectly mixing learning and fun.

yours,

li hua

4. 假定你是李华，与你同班的英国交换生jeff觉得自己写的汉字特别难看，向你求助。请写一封信帮助他，内容包括：1. 安慰对方； 2. 书写建议； 3.邀请对方加入书法俱乐部

注意：1. 词数80左右； 2. 可以适当增加细节，以使行文连贯。

dear jeff,

i’m extremely sorry to learn that you >are upset about your handwriting. here are some techniques you can use to make your handwriting more >smooth and graceful.

to begin with, it’s important to imitate models which are written not only beautifully but correctly and neatly. besides, i advise you to join the calligraphy club >intended for foreign calligraphy lovers. with the help of the teachers, you will>definitely improve your handwriting swiftly.

taking painstaking efforts and patience, you, i believe, will make great progress sooner or later.

yours,

li hua

>5.告知信｜>题目要求>【满分25分】

假设你是武汉市一中学高三(1)班学生李华，最近你市爆发严重的新型肺炎疾病， 外教henry第一次在中国过春节，请你给他写封电子邮件，提醒他注意预防疾病，内容如下：

1.表达问候；

2.告知预防传染方法；

3.其他提醒。

注意：

1.词数100左右

2.可以适当增加细节，，以使行文连贯。

dear henry，

yours

lihua

dearhenry，

i‘m li hua， a chinese student of ‘m writing to wish you a happy chinese new year as wellas remind you to protect/guard against the deadly coronavirus.(purpose of writing).

now china‘s facing a medical ‘s really unfortunate/a pitythat your first spring festival in china coincides with the plague hope you are assound as a the old saying goes，prevention is better than are some tips to help you stay safe and sound.

first， try to stay indoors and reduce outdooractivities as much as possible.

secondly，wear a face mask properly outdoors and avoid visits to crowded public places and direct contact with public objects.

thirdly， keep good personal hygiene(卫生) and health habits to develop/strengthen your immunity to infection/disease/illness.

finally， seek medical attention at a nearby hospital in case of suspicious symtoms.(ways for prevention)

prevention is the best cure and you can‘t be too ‘t hesitate to ask if you need any help

(further reminding)

yours，

lihua

6.假定你是校排球队队长李华。请写封邮件告知你的队友chris球队近期将参加比赛，内容包括：

1. 比赛信息；

2. 赛前准备；

3. 表达期待。

注意：

1. 词数100左右；

2. 可以适当增加细节，以使行文连贯。

dear chris,

how is everything going? with the annual volleyball match drawing near, i‘m writing in an effort to inform you of the upcoming volleyball training agenda. a couple of details of the match are as follows.

the match is scheduled to be held in the newly built gym on the afternoon of june 4th, where we will play against the team from zhonghua club. in order to win the match, we should make full preparations. therefore, you should attend the team training sessions and meetings to study the visiting team together with the teammates.

so excited am i that i can’t wait to devote myself to the training program. i sincerely hope that you also attach great significance to the match and that we can beat our opponent with our joint efforts.

looking forward to your timely reply.

yours,

li hua

**英语告知信范文100字3**

1. how is everything? i’m so glad that you show great passion for learning chinese and that your excellent performance

won applause in the chinese speech contest. now i’m writing to inform you of the details of our next class.

2. knowing /having learned that you’re very interested in my recent study trip organized by my school, i am

writing/quite willing to share/give some relevant information with/to you.

3. i am more than delighted that you are so interested in the latest developments in the chinese countryside. now

i’m writing to tell you something about it.

4. i’m very pleased to receive your letter asking about the popularity of american tv dramas among chinese

middle school students. and i’m quite/perfectly willing to share with you some information about that.

5. please tell me know if you are interested and if you have any other questions. i’d be more than happy to help.

6. if there is anything that i can help you, please don’t be hesitate to tell me.

7. i hope you’ll find this information useful/helpful.

**英语告知信范文100字4**

Today is the weekend， usually tired of the physical and mental relaxation! I hide in the quilt until noon to get up. At this time， my father took me up to go to the park to play together. Suddenly， it was all over! The beautiful scenery of the park makes my mood better， today is really happy!

**英语告知信范文100字5**

Now， I am studying in Tiantao Primary School. I am a student of Grade six. The campus is beautiful. There are many tress， flowers and grass in my school. Tiantao Primary School is famous in my city. It is very good. There are two teaching buildings and a office building. There are about 600 hundred students and 40 teachers in my school. I like going to school. I can study and play games in school.

**英语告知信范文100字6**

Dear Jack，

I am going to the cinema to see the Red River Valley and I have two tickets. Would you like to come？ The film starts at 7：30 . Maybe we can meet at the Covent Garden Station at 7：00 . and have a drink before the film starts. Please phone me at home to let me know.

Looking forward to seeing you.

Love

Mary

**英语告知信范文100字7**

My desk-mate is a pretty girl. The clearest characteristic of hers is the smile on her face. Any time you meet her，she will give you a sweet smile that is just like spring wind. When she does something good， she might as well smile. And even when she is wronged or criticized， she will smile away it. What a happy girl she is!

**英语告知信范文100字8**

There are about fifty-two weeks in a year. And there are seven days in each week. The first day of a week is Sunday. The other days of a week between SundayandSaturdayare Monday， Tuesday， Wednesday Thursday and Friday. Monday is the second day， Tuesday is the third day， Wednesday is the fourth day， Thursday is the fifth day， and Friday is the sixth day. What\'s the last day? Do you know?

**英语告知信范文100字9**

Dear Sue,

I’m Li Hua, one of your students in China. It’s almost a month since you left us. We all miss you and are very grateful for what you did for us.

We are busy as usual. We had an English speech contest the other day. I won the first prize! This again reminds me of all your kind help. Do you still remember the trees we planted together on the hill behind the school? Yesterday, we went there and watered them. The tree you planted yourself is growing well, and the whole class decided to name it Sue Wood. Will you come back to see Sue Wood?

How is everything with you lately? We hope to know more about you and your American students. Hope to keep in close touch.

All the best.

Yours，

Li Hua

**英语告知信范文100字10**

On June 1st day， all children are very happy. On that day， we don‘t go to school. Most of the children will go to the park. In the park， some children are flying kites， some are playing football， and some are playing a game. In the sky， there are a lot of kites. But there is only once a year we will have this happy festival. I think Children‘s Day is the most important holiday for the children. Because everybody has fun on that day!

**英语告知信范文100字11**

Dear Jack,

I am writing to tell you something about the activity Clear Your Plate Campaign you referred to in your last letter.

The activity of Clear Your Plate Campaign with the purpose of discourage people from wasting the people also have no food in the world,so we must value our of students in our school has take part in the activity,and the change took place around example,most of us were used to buy much more than we could eat and even threw the leftovers without a now,knowing the sighificance of saving thought food after the campaigh,more and more students are beginning to buy a proper amount of food for our should do some actions together,right?

I\'m looking forward to having your opinions of the campaign.

Yours,

Li Hua

**英语告知信范文100字12**

Dear Cindy

There are many rules at my home,but I like these they are good for morning I have to get up at half past I must do exercise before I go to get can\'t play with my friends becauseI must do my homework can watch TV,but I must finish my I have to go to bed before 9:\'m very happy.

Yours Zhao Liang

**英语告知信范文100字13**

There are four people in my family， my father， my mother， my sister and me. My father likes reading. My mother likes cooking. They both work in Leliu. They always go to work by car. They work hard.

My sister and I are pupils. I study in the primary school affiliated with Shunde Middle School. My hobby is collecting coins. My sister studies in Xishan Primary School. She likes watching TV. We love our family very much.

**英语告知信范文100字14**

I like rabbits. They are cute and beautiful. Their eyes are red and their tails are short. They like eating carrots and vegetables . I have one at home . It is in a small cage. I often play with it when I am free? ， but it does not listen to me . It looks unhappy . I think it doesn’t like living in the small cage . I think I will take it out to the field tomorrow. I will open the cage and let it run and jump in the open air freely.

**英语告知信范文100字15**

21 June 20XX

Dear Mary,

Thanks for your last letter. I\'m so glad that you have been able (at last! ) to arrange a holiday in Australia. As I fear I won\'t be able to meet you at the airport when you arrive, nor will I be able to be home until later in the afternoon, so here are some instructions and suggestions.

There is a bus from the airport to the city. It is much cheaper than a cab. Take the bus to the city and ask to get off at Town Hall railway station.

To get to my place in the eastern suburbs you have three options. You can either take a cab, a bus or the train. I suggest you take the train, since the airport bus will leave you right at the station. Get off at Cliff Station. From there you can either walk to my place (about ten minutes) or take a taxi. Probably you should take a taxi as you will have luggage.

When you arrive at my flat, ring the intercom for Flat 2. My friend Lillian will be at home and she will open the front door for you and let you into my flat.

Presumably you will be tired and want to sleep. But if you feel like some exercise after that long flight, you could stroll down to Cooper Park, which is only ten minutes away ? you can see it from the window.

Cheers and looking forward to seeing you.

Yours sincerely,

Annie

. I will leave something for breakfast in the fridge. Help yourself to anything you want.

Useful Expressions:

Here are some instructions and suggestions.

May I suggest that we meet at the gate of the university?

I\'d like to suggest you should visit London for at least two days on your way to Scotland.

Considering your present situation, I propose that you should apply for the post.

What I want to suggest is ...

My suggestion is that. . .

If you. .. , you had better. . .

**英语告知信范文100字16**

Hi! My English name is Tom. I had a very good time in this winter vacation.

First， I went to Hongkong. I played in Disneyland and Ocean Park. I enjoyed a fantastic voyage on the Ocean Express. I enjoyed the Mine Train and the Flying Swing， too.

Second， I went to China Science and Technology museum.

Last， I went to grandpa\'s house and played with my friends.

I am so happy.

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