# 高一英语书信范文作文(推荐23篇)

来源：网络 作者：空山幽谷 更新时间：2024-01-13

*高一英语书信范文作文1Dear \_\_\_\_\_\_,①I am truly sorry that \_\_\_\_\_\_(道歉的原因).②The reason is that \_\_\_\_\_\_(介绍原因). ③Once again, I am sorry fo...*

**高一英语书信范文作文1**

Dear \_\_\_\_\_\_,

①I am truly sorry that \_\_\_\_\_\_(道歉的原因).

②The reason is that \_\_\_\_\_\_(介绍原因). ③Once again, I am sorry for any inconvenience caused. ④Hope you can accept my appologies and understand my situation.

Yours sincerely,

Li Ming

高一英语书信作文模板篇4：推荐信

Dear \_\_\_\_\_\_ ,

①It affords me much pleasure to recommend \_\_\_\_\_\_(要推荐的人)to you.②During his/her graduate years he/she was my \_\_\_\_\_\_ . ③As his/her \_\_\_\_\_\_ I found him/her \_\_\_\_\_\_(介绍与此人的关系).

④His/Her performance in the school years was outstanding. ⑤First, he/she had been and showed great talents in \_\_\_\_\_\_ . ⑥In addition, he/she has a very pleasant personality. ⑦He has developed a strong sense of \_\_\_\_\_\_, and working with him is always. ⑧I can state that he/she has all the qualities of being \_\_\_\_\_\_.(介绍此人的能力)

⑨Therefore, I here recommend him/her to you with all my heart. ⑩Should you favor him/her with a position in your company/Should you accept him/her in your university?I am sure that his/her future conduct/academic work will prove worthy of your confidence. I look forward to hearing from you at the earliest possible moment.

Yours sincerely,

Li Ming

高一英语书信作文模板篇5：邀请信

Dear \_\_\_\_\_\_ ,

①There will be a \_\_\_\_\_\_(内容)at/in \_\_\_\_\_\_(地点)on \_\_\_\_\_\_(时间). ②We would be honored to have you there with us.

③The occasion will start at \_\_\_\_\_\_(具体时间). ④This will be followed by a \_\_\_\_\_\_(进一步的安排). ⑤At around \_\_\_\_\_\_(时间), \_\_\_\_\_\_(另一个安排).

⑥I really hope you can make it. ⑦RSVP before \_\_\_\_\_\_(通知你的最后期限).

Yours sincerely,

Li Ming

**高一英语书信范文作文2**

(1) 写作方法

①首段：注意客观礼貌

a. 自我介绍；

b. 引出投诉内容

c. 表明目的要求。

② 主体：展开说明投诉原因、具体理由或后果，注意内容充实，符合交际习惯。

③ 尾段：提出解决方案，不用展开，注意公平公正、礼貌原则。

(2) 写作流程图

第一部分：提出抱怨并表示遗憾

套语：

(1) 很抱歉打扰您，但我必须郑重提出投诉。

I am sorry to trouble you but I am afraid that I have to make a serious complaint.

(2) 我很遗憾地告诉你投诉有关…….的事由。

I am sorry to tell you that there should be cause to complain about …

(3) 我真的很讨厌抱怨，但最近有一件事情确实令人烦心。

I really hate to complain, but one thing is really disturbing now.

第二部分：阐述问题发生的经过

套语：无

第三部分：指出问题引起的后果

套语：

(1) 噪音影响我的睡眠，使得我在上班时间无法集中精力。结果这些天我已经搞错了好几次

The noise disturbs my sleep so that I can’t concentrate on my work during the work time, and as a result, I have made several mistakes these days.

(2) 在这样（嘈杂）环境下我无法进行研究，我需要一间安静的房间。

For me this environment is very difficult to make studies and I need a quiet room.

第四部分：提出批评及处理的意见或敦促对方采取措施

套语：

(1) 我认为是你认识到……的时候了。

I think it’s high time that you realized ….

(2) 我们深知你们并不经常出错，但我们希望能确保这类差错不再发生。

We know that you are not generally careless, but we should like your assurance that this will not happen again.

(3) 我必须正告贵方，除非对目前状况采取措施，否则我将被迫诉诸法律。

I must warn you that unless you do something about the situation, I will be forced to take legal action.

(4) 坦率地所，我不再准备忍受这种状况。

Frankly, I am not prepared to put up with the situation any more.

(5) 如果您能尽快调查此事，我将不胜感激。期待您尽快回复。

I would be very grateful if you could look into the matter as soon as possible. And I am looking forward to an early reply.

练一练

Directions: For this part, you are allowed 30 minutes to write a composition on the topic A Letter to the University President about the Library Service on Campus. You should write at least 120 words, and base your composition on the outline given below in Chinese:

假设你是李强，请你就本校图书馆的状况给校长写一封信，内容应涉及图书馆的藏书数量和更新状况、环境、服务等，可以是表扬，可以是批评建议，也可以兼而有之。

(1) 写作方法

① 首段：

② 主体：

③ 尾段：

(2) 写作流程图

说明写信的目的

介绍背景

询问详情

表示谢意，期盼回复

第一部分：说明写信的目的

套语：

(1) 我是……，暑期计划到贵校学习。

I am a …and planning to study in your university this summer.

(2) 我是一名中国学生，想到贵校学习。我计划下个学期开始上课，如果您能告知一些必要的信息，我将不胜感激。

I am a Chinese student who wishes to study at your university. My plan is to start my course from the next term, and I would be grateful if it’s so kind of you to give me some essential information.

(3) 我写信是要询问……

I’m writing to ask if …

第二部分：介绍背景

套语：

(1) 我获得 ……高校的……学士学位。毕业后便开始在……工作。

I received a Bachelor of …degree in…After graduation, I began working….

(2) 是我的朋友建议我写这封信的 。他去年毕业于贵校，热情地向我推荐贵校。

I am writing at the suggestion of a friend who graduated from your university last year and has warmly recommended it to me.

(3) 我已经取得了生物学学士学位，并希望能在贵校继续学习。

I have had a bachelor’s degree in biology and wish to continue my study at your university.

第三部分：询问详情

套语：

(1) 您能向我介绍一下贵校的……情况吗？

Could you please tell me something about your …?

(2) 能否寄给我一份申请表及与申请有关的其他必要的材料？

Would you please send me an application form and other materials necessary for my application?

(3) 您能尽快告知这些信息并邮寄给我相关表格吗？非常感谢！

Would you please send me all the information and the forms as soon as possible? Thank you very much.

(4) 如果你能告诉我那些必须经过的程序，我将不胜感激。

I would be much obliged to you if you let me know the procedures I have to go through.

第四部分：表示谢意，期盼回复

套语：

(1) 很抱歉打扰您，对您的友善帮助不胜感激。

Sorry to bother you, your kind help would be greatly appreciated.

(2) 如果您能回复，我将感激不尽。

I will appreciate it very much if you can give me a reply.

练一练

Directions: For this part, you are allowed 30 minutes to write a composition on the topic A Letter of Inquiry of Applying for an English Club. You should write at least 120 words, and base your composition on the outline given below in Chinese:

假设你是王梅，就申请加入英语俱乐部给俱乐部负责人写一封信，内容应涉及自己的基本情况，并咨询相关事宜，如入会方式、条件、会费、活动等。

**高一英语书信范文作文3**

1. 词汇

能力Have a gift for , be skilled in, be experienced in be an expert in, speak fluent English; creative, a boy with great ability; efficient, intelligent,

经历graduate from , be a graduate from; major in, gain/win/get the first grade scholarship; get good grades, an all-around student with excellent grades in excellent grades in all subjects; be given the title of…; gain/win the first prize/place; win a gold/silver/copper medal

性格outgoing; easy to get along with; enthusiastic, enthusiasm is part of his character;

2. 经典句型

(1) He is an all-around student with excellent grades in all subjects. He has been given the title of the “excellent student”.

(2) As a boy with great potential, he is good at solving difficult problems.

(3) Li Ming, a graduate from Peking University, majors in computer software design.

(4) He has enjoyed the reputation/title of the Excellent Graduate.

3. 写作套路

(1) I am writing to recommend to you…

(2) I would like to recommend to you…

(3) It is a great honor for me to recommend to you…

(4) I take the pleasure in recommending to you…

(1) If he can join your company, he will give full play to his talent. And your company will also be greatly benefited. So I strongly recommend… to you.

(2) In a word, he would be a good choice. I would be grateful if you would like to consider my recommendation.

(3) I hope you can give him a chance. I believe he will make a great contribution to your company.

(4) I hope that you would take my recommendation into consideration/account.

推荐信模板

Dear \_\_\_\_\_\_ ,

①It affords me much pleasure to recommend \_\_\_\_\_\_（要推荐的人）to you.②During his/her graduate years he/she was my \_\_\_\_\_\_ . ③As his/her \_\_\_\_\_\_ I found him/her \_\_\_\_\_\_（介绍与此人的关系）.

④His/Her performance in the school years was outstanding. ⑤First, he/she had been and showed great talents in \_\_\_\_\_\_ . ⑥In addition, he/she has a very pleasant personality. ⑦He has developed a strong sense of \_\_\_\_\_\_, and working with him is always. ⑧I can state that he/she has all the qualities of being \_\_\_\_\_\_.（介绍此人的能力）

⑨Therefore, I here recommend him/her to you with all my heart. ⑩Should you favor him/her with a position in your company/Should you accept him/her in your university？I am sure that his/her future conduct/academic work will prove worthy of your confidence. I look forward to hearing from you at the earliest possible moment.

Yours sincerely,

Li Ming

写作练习

假如你是王林，李明是你的好友，他对布朗先生的公司感兴趣，打算到该公司谋职（apply for a position）。请根据下面李明的简历表，用英语为他写一封推荐信。

姓名：李明 性别：男 国籍：中国

出生地：重庆 婚否：已婚 出生日期：

通讯地址：重庆市人民路148号 电话：

职业：律师 学历：大学毕业

外语水平：擅长英语， 懂一些日语、德语

其他：有三年工作经历，办事认真，待人诚恳，与人和睦相处

注意：1.词数100左右 2. 可以适当增加细节，以使行文连贯 3. 书信开头和结尾已为你写好，不计入总词数。

**高一英语书信范文作文4**

Dear Jack:

Hello! Are you busy recently?

I have a good piece of news to tell you. Next Sunday, I will travel around the countryside with my parents. We will live with my grandfather for a few weeks. I am sure I will enjoy the country life with the friendly people, the fresh air and the gentle pace of life. There are some fruit trees around my grandfather\'s house. It is the time that the fruit are ripe. When I come back, I will bring some fresh fruits to you and also share my experience with you.

The only thing bothers me is that I have bought a ticket to the theatre for next Sunday evening. I decide to send the ticket to you. I am wondering whether you have time to watch. If so, could you come to my house and take the ticket?

Best wishes to you!

Yours sincerely,

Jess

September, 18th

**高一英语书信范文作文5**

Dear \_\_\_\_\_\_ ,

①I am writing to formally request to \_\_\_\_\_\_(请求的内容).

②The reason for \_\_\_\_\_\_is that \_\_\_\_\_\_(给出原因). ③I \_\_\_\_\_\_ , so I \_\_\_\_\_\_(给出细节).

④I would also like to request \_\_\_\_\_\_(提出进一步的要求). ⑤I am sorry for any inconvenience I have caused.

⑥Thank you for your attention to these requests. ⑦If you have any questions, do not hesitate to contact me at \_\_\_\_\_\_(电话号码). ⑧I look forward to a favorable reply.

Yours sincerely,

Li Ming

**高一英语书信范文作文6**

(1) 申请信写作方法

① 首段：

自我介绍

② 主体：

③ 尾段：

(2) 写作流程图

第一部分：说明写信的目的

套语：

(1) 兹申请刊登在……上的…….工作。

I am writing to apply for the post of … advertised in …

(2) 见……上刊登的贵公司广告，我谨申请应聘贵公司的……职务。

In reply to your advertisement in …, I beg to apply for the post of … in your company.

(3) 看到贵公司在报上招聘……的广告，我马上感到这正是我这段时间所要寻找的工作，并且我能胜任。

Immediately I saw your advertisement in the paper for …I felt it was just the kind of post for which I have the qualifications and for which I have been looking for some time.

(4) 我想申请入贵校学习。

I would like to apply for admission to your college.

(5) 我想在贵校……系继续深造。

I would like to further my studies in …department of your university.

第二部分：介绍详情

套语：

(1) 我的专业爱好是……，我了解贵校在上述领域有极好的计划。

My major interest is…, and I understand your university has a good program in those fields.

(2) ……年，我出生于…….。 …….年，我毕业于…….大学…….专业。毕业后一直在 …….工作，因此积累了该领域丰富的知识和经验。

Born in …in…, I graduated from…University majoring in …I have been working in …since my graduation, and I have therefore attained a fair knowledge and experience in this field.

(3) 毕业后，我先担任……, 随后担任……，现任职于…….。

Upon graduation, I first worked as … The following job was …and currently I am working for …

(4) 我现在就读于北京第二外国语学院，即将毕业于英语专业。

I am now studying at Beijing Second Foreign Language Institute and will soon be graduated as an English major.

第三部分：说明申请职位或学位的原因

套语：

(1) 贵公司目前从事的这种工作特别使我感兴趣。

The kind of work in which your company is engaged particularly interests me.

(2) 我认为我具备了报上刊登的贵公司……一职所要求的必要条件和经验。

I feel I have the necessary qualifications and experience needed for the position of …advertised in the newspaper.

(3) 对我来讲，这些经验加上我的学历，使我具备了担任贵公司……一职的条件。

It seems to me that this experience, together with my education, has given me ideal preparation to assume the role of …in a firm such as yours.

(4) 受我所学课程的影响，我对饭店、酒店管理产生了浓厚的兴趣。

Under the influence of the courses I have taken, I have developed a special interest in Restaurant and Hotel Management.

第四部分：恳请招聘单位或所申请的学校考虑自己的申请，并表示谢意，期望回复

套语：

(1) 如能尽快回复，将不胜感激。

Your prompt response will be much appreciated.

(2) 希望贵校能给我寄来空白申请表。

I hope you will kindly send me an application form.

(3) 如能收到所需的申请表和有关入学的指南我将十分感激。

I would greatly appreciate receiving copies of the required application forms and any instructions you may be so kind as to give me regarding my possible admission.

(4) 希望同意面试，届时我可以更详细地说明我的条件。

I hope I may be granted an interview, when I can explain my qualifications more fully.

(5) 我将乐意在您方便时接受面试，届时我将进一步介绍自己。

I should be pleased to attend for an interview at your convenience, when I could give you further details concerning myself.

\* 写入学申请信与工作申请信有相似之初，特别要注意两点：一是不要过分奉承对方，二是不要自吹自擂。如不要所 I always studied well, and all my teachers loved me. 而应用自己学习成绩单、获奖情况、发表论文情况说明问题

范文示例

例1 入学申请

Dear Sir,

I should be very grateful if you would let me have information about admission to your university and details of any scholarships that may be offered to students from other countries.

I have finished my middle school studies here and hold a Middle School Graduation Certificate. Last year, I was elected to the school’s honor society. And I had been an editor of the school yearbook.

I would like to go to your university because it emphasizes learning. I also feel that it will provide me with greater opportunities to participate in extracurricular activities such dramatics and writing. I hope for a place for the next autumn.

I look forward to hearing from you soon.

Yours faithfully,

×××

例2 A Letter of Application for a Job

May 25, 2024

Dear Sirs,

I am looking for a position in an engineering department in which I may use my training in computer science to solve engineering problems. I would be interested in exploring the possibility of obtaining such a position within your firm.

I expect to receive a Bachelor of Science degree in mechanical engineering from Tangshan Institute of Technology in June. Since September 1993 I have been participating, through my institute, in the Professional Training Program as Programmer Trainee and have gained a great deal of experience in computer applications. Details of the academic courses I have taken are contained in the enclosed resume.

May I have an appointment for an interview with you to discuss my qualifications in detail? Please write to me at my home or telephone me at 221701 any weekday.

Sincerely,

Zhang Lin

写作练习

Directions: For this part, you are allowed 30 minutes to write a composition on the topic A Letter of Application for a School Loan. You should write at least 120 words according to the outline given below in Chinese:

假设你是高鹏，是英语系的一名新生，请你就申请助学贷款一事给学校有关部门写封申请信: 1．提出申请 2. 申请的理由 3.恳请批准

**高一英语书信范文作文7**

(1) 建议信写作注意事项

写作目的是提出建议或忠告。不是投诉信，观点要合情合理，注意礼貌当先。

(2) 写作方法

① 首段：

② 主体：

(3) 写作流程图

第一部分：说明写信的目的

套语：

(1) 来信收到，得知你下个月要对中国进行一次为期十天的访问，我建议……

I have received your letter saying that you plan to have a visit to China for ten days next month. I recommend that…

I am writing to you to present what I think on the further improvement of our hotel so as to establish a website of our own to attract more clients.

第二部分：介绍详情、说明原因

套语：无

第三部分：提出建议

套语：

我建议……

I’d like to suggest that…

May I suggest that…

In my opinion…

I would like to make a recommendation that…

I am writing to advise you of…

If I were you, I would…

第四部分：提出希望采纳建议，并表示谢意，盼望回复

套语：

(1) 对你就此事的关注不胜感激。

Thank you for your attention.

(2) 请仔细考虑我的建议，谢谢。

Please take good consideration of my advice. Thanks.

范文示例

Directions: For this part, you are allowed thirty minutes to write a letter. Suppose you are Zhang Ying. Write a letter to Xiao Wang, a schoolmate of yours who is going to visit you during the weeklong holiday. You should write at least 100 words according to the suggestions given below in Chinese.

1、表示欢迎。 2、提出对度假安排的建议。 3、提醒应注意的事项。

A Letter to a Schoolmate

Dear Xiao Wang,

I am very glad to know that you are soon coming to Beijing to join me in the summer holiday. I have been looking forward to your arrival.

Since you can stay in Beijing only for a week, I am afraid that you will have a tight schedule for visiting the numerous places of historic interest. My suggestion is that you first visit some famous places that you have the greatest interest in, such as the Palace Museum, the Summer Place, the Great Wall; then you can visit those places you think less important. I believe this kind of arrangement will make you have enough time to appreciate what you really want to see. Moreover if you really want to be a good traveler, I advise you to read some introductory books to these places before you come to see them with your own eyes. With more knowledge about these places, you will have a better understanding of Chinese history and culture.

I am eager to meet you soon. Wish you in advance a pleasant trip to Beijing.

Yours ever,

Zhang Ying

练一练

Directions: In this section, you are required to write a letter in reply to a friend’s inquiry about applying for admission to your college or university. You should write about 100 words and base your composition on the outline given in Chinese below:

1. 建议报考的专业及理由； 2．报考该专业的基本条件； 3．应当如何备考。

**高一英语书信范文作文8**

一、投诉信(Letter of Complaint)

Dear Mr. President,

I am writing to express my concern over the Library service on the campus. As a major in English, I find that most of the books in English in the library are outdated. So far, I have not come across a single book published after 1995. As a result, we fail to get the latest information of academic development both at home and abroad.

In addition, the light in the reading room is far from bright, which does harm to our eyes. Worse still, there is no air-conditioning and we are sweating heavily while reading.

Last but not least, the newly developed electronic information system does not work well and needs further improvement. A great number of books should have been listed in the system. There is no denying that the library has helped us a lot. But it is in urgent need of improvement. When improved, the library is certain to provide much more help with our study.

Thank you for your time. I am looking forward to your reply.

Yours sincerely,

Li Qiang

二、咨询信(Letter of Inquiry)

To whom it may concern,

I am writing to you to apply for the membership of the English Club. As a sophomore from the English Department, I love English literature very much. I often attend the English Corner held on Friday in the People’s University of China and would like to discuss various topics in English with others.

I am eager to be one member of the English Club and improve further my English. I know there are some requirements, but I am not clear about the details. Is it necessary for me to pay for membership? If so, how much should I pay? And how often? I have also heard that the club will host various activities, but can you give me more details.

I would be very grateful if you can send me a reply as soon as possible. Looking forward to hearing from you soon.

Yours sincerely,

三、建议信 (Letter of suggestion)

范文1

Dear Tom,

When it comes to which major you should choose, I propose that you apply for the major of English. To begin with, English is the most popular language in the world, which is widely used in all fields such as teaching, translation, foreign trade and so on. What’s more, it goes without saying that English majors are more likely to find a good job in the tighter and tighter job market.

In order to study at English Department, you have to meet the following requirements. In the first place, you have to spend a lot of time on it, just as the old saying goes, “Practice makes perfect”. In the second place, the basic skills of reading, writing, listening and speaking are necessary, because they are the foundations for your future study. Last but not least, you need an intense interest in learning English since “interest is the best teacher.”

As far as the preparation work is concerned, you should first of all review all the required vocabulary. In addition, you’d better spend some time in reading and writing. Only through these measures can you hope to enroll in our university.

Yours,

Zhang Ying

范文2

Dear Tom,

I am glad to know you’re going to apply for admission to our university. With regard to major, I advise you to apply for the English major, because the English major of our university wins a notable fame throughout the whole nation by its modern teaching equipment and prestigious professors. Also, most graduates majoring in English in our university get desirable employment in job markets.

And some requirements are essential for applying for the English major of our university. Firstly, you should be good at English grammar and have a considerable vocabulary. Secondly, you should be adept in spoken English, for there is an oral test before the normal examination. Thirdly, good listening ability is also required.

Therefore, when making the preparation, you should pay great attention to enlarging your vocabulary and learning grammar rules. At the same time, you should practice listening and speaking persistently. And, of course, to reach the goal, lots of exercises are necessary.

Yours,

Zhang Ying

四、申请信 (Letter of Application)

To whom it may concern,

I am writing to you to apply for a school loan. As a freshman from the English Department, I have much financial difficulty in continuing my study.

There are five members in my family. My father is the only breadwinner of the whole family while my mother was laid off two years ago. My grandmother has been suffering a chronic illness for more than five years. My younger brother is now studying in a high middle school. I took part-time jobs during the summer vacation, but what I have earned is far from enough for me to pay the required tuition fees. In order to continue my study, I have to apply for a school loan.

If my request is granted, I will make good use of the money and put my heart into study. I will definitely pay back the loan according to requirements. I hope that you will consider my application.

Looking forward to your reply.

Yours sincerely,

Gao Peng

五、祝贺信 (Letter of Congratulations)

Dear John,

I’m very glad to hear that you have passed the entrance examination and been accepted by a very famous university. I feel very proud of you and I believe you really deserve the honor since you have been working so hard.

As you have mentioned in the letter, there are both some similarities and differences between the college life and the life in high school. On the one hand, you have to go on working hard as there are a lot of subjects for you to learn. On the other hand, in high school, teachers will probably tell you what to learn and how to learn in details and will also monitor your learning performance, while in college, teachers work like tour guides and you have to find out your own way to acquire knowledge and solve problems.

For you, I think to be optimistic is very important. If you hope to adapt yourself to the new environment, you’d better be positive no matter what difficulties you will experience in your college life. May you adapt yourself to the college life as soon as possible!

Truly Yours,

Carl

六、介绍信 (Letter of Introduction)

Dear fellow students,

Good news for you! A blog will be opened on the website of our school on June 1st, 20\_. It aims to help us students to communicate better and improve our English level.

The blog serves as an open platform where we can do a lot of things. First of all, we can share efficient learning experience here to promote our English study. Secondly, if you have any questions or problems, you are welcome to post it here. And possibly, you will find proper solutions to them with the help of enthusiastic schoolmates. In addition, we are free to take part in the weekly discussion.

I am sure the blog will be of great benefit to our English study. And every one of us is encouraged to visit it.

That’s all. Thank you!

七、感谢信 (Letter of Thanks)

范文

Dear Mr Li,

I’m very excited to write to express my thanks to you. I am now a freshman of Wuhan University, which I have been dreaming about. Mr Li, I still remember the days when you taught me English. My English has been improved greatly because of your creative work. However, at one time, the pressure of examinations, too much homework and the high expectations made me depressed. I was tired of the warning that if I didn’t do my best, I wouldn’t have the chance to go to college. Thanks for your encouragement; if not, I wouldn’t have realized my dream. And now I really understand you. I wish more and more of your students could go to their ideal colleges. Are you still so busy? How I miss you!

Hoping to hear from you soon.

Yours,

Li Hua

八、邀请信 (Letter of Invitation)

Dear Jane,

Congratulations on your passing all the exams. I am delighted you have really made great progress in your two years of studying in China. All you have gained is the result of your hard work. We are proud of you and we all appreciate your help with our English We‘ll always remember the wonderful time we spent together.

It’s a pity that you have to go back soon! So a farewell party for you will be held in Room 302 in the Sun Club this Saturday evening. Could you come by 6:00 We’ll have dinner together. By the way，you may take Bus No. 332 in front of your hotel and it will take you directly to the club.

I wish you success and fulfillment in the years ahead!

Yours faithfully,

Li Hua

九、道歉信 (Letter of Apology)

Dear Tom,

How are you going? We made a plan that we would travel in Beijing together next week. However, I should apologize to you because I cannot go there on time for the reasons as follows.

First, I cannot deny that it can help us broaden our horizon and deepen our mind when we travel in Beijing. However, the government encourages us students to go to Shanghai due to the fact that the EXPO is being held in Shanghai now. As the saying goes, “strike while the iron is hot”. After finish my college entrance examination, I am eager to learn something about study from the EXPO to prepare for my education in college. In addition, I have been busy with the preparation of the college entrance examination for about half a year and got tired. I need some time to relax instead of traveling.

For the reasons that I mentioned above, I want to show my apology again. And would you please reschedule your time? Shall we travel in Beijing after two weeks? I am looking forward to a favorable reply at your earliest convenience.

Yours,

Li Hua

十、推荐信(Letter of Recommendation)

范例1

Dear Brown,

It is my pleasure to recommend Li Ming, my good friend, for his application to work in your company. Li Ming graduated from Beijing Industry University. His major is Computer Software. During the four years’ study he has done a good job. Every year he got the first grade scholarship. And he also has got the title of the Excellent Graduate.

He is an enthusiastic and progressive young man with high potentiality. He is not only quick at learning but also good at solving difficult problems with logical mind. I am sure that it will benefit your company if he can work for your company. I strongly recommend him to your company.

Yours,

Wang Lin

范例2

Dear Brown,

I am very glad to recommend Li Ming, my good friend, for a job in your company. He is a graduate from Beijing Industry University. His major is Computer Software. In the past four years he has got the first grade scholarship for four times. And this year he got the title of the Excellent Graduate.

He not only studies well but also has great capacity. He is good at solving difficult problems with logical mind. I think that he has great potentialities. If he can join the company, he will be able to give full play to his talent. And your company will also be greatly benefited. I strongly recommend Li Ming to your company.

Yours,

Li Hua

**高一英语书信范文作文9**

(1) 写作注意事项

(2) 写作方法

① 首段： 开门见山说明写作目的。

② 主体：

③ 尾段：

(3) 写作流程图

第一部分：说明写作目的

套语：

(1) 我怀着极其愉快的心情给您写信，诚恳地邀请您来……..

It is with the greatest pleasure that I write to cordially invite you to ….

(2) 十分高兴能邀请您来……

It gives me the greatest pleasure to invite you to ……

(3) 如果您能……我们将不胜感激。

We should be very grateful if you could ….

第二部分：说明事由及活动地点和时间

套语：

**高一英语书信范文作文10**

Dear Sir or Madam,

I have learned from an advertisement that your company is in need of a secretary. I would like you to consider me for the position.

My name is Li Min. I am twenty-three years old. I am studying business management in Xiamen University. I will graduate this summer. I am familiar with computer operation and office softwares, which can help me do the office work very well. And I have learned English for ten the past two years, I have been an editor for the English Paper of my department. My grades come out top in my department. What\'s more, I like office work very much and I also think that I can be competent for the I could have the opportunity to get the job I will be quite appreciative.

Thank you for your consideration. I look forward to hearing from you.

Yours faithfully

Li Min

**高一英语书信范文作文11**

感谢信的写法没有固定的格式，目的是为他人给予自己的帮助、安慰、款待以及赠送礼物等而表示感谢。感谢信最主要的特点是真诚。缺乏真挚的感情答谢他人，收信人将对你的谢意产生怀疑，感谢的目的也就失去了。因此，写感谢信首先得真心诚意。感谢信另一个特点是具体。写感谢信切忌泛泛而谈，而应着重于具体的感谢事由。

感谢信常用措词有：

I am deeply grateful to you for your kind help.

I can never thank you enough for the favor you did.

I thank you from the bottom of my heart for your kindness.

I have no words to thank you enough.

Be please to accept my warmest thanks for the great kindness you have shown to me.

感谢信模板

Dear (1) ,

Thank you very much for (2)

.

Without your help (3)

.

(4)

. I appreciate it more than I can say.

Yours faithfully,

(5)

1． 称谓

2． 具体原因

3． 从反面说明

5．落款

范文示例：

例1

Dear Mr. Kelvin,

I feel I cannot let the occasion pass without writing a word of thanks for you

本DOCX文档由 www.zciku.com/中词库网 生成，海量范文文档任你选，，为你的工作锦上添花,祝你一臂之力！