# 高考英语作文范文书信(合集34篇)

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*高考英语作文范文书信1Dear teacher:Hello, time flies, time Rusuo, imperceptibly, and to welcome the new year\'s day. Looking through...*

**高考英语作文范文书信1**

Dear teacher:

Hello, time flies, time Rusuo, imperceptibly, and to welcome the new year\'s day. Looking through the day, in your care and teaching, I grew up a one year old. The little things bit by bit, show in my mind. We have classes, read, do you always, always with us in the together. No matter what the weather is like, you are always early in the classroom waiting for us to go to class. How many day and night, you also for correcting our homework a light. Whenever I see a book on the red mark, you also gratified smile. I desperately germination, you have white hair. The teacher for we pay too much, saying good-bye to a batch after batch of students, his hair became infected with wind and frost. The new year is approaching, the students to give you deep blessing: I wish the teachers good health, good luck in everything.

Your students ---Wolverine

**高考英语作文范文书信2**

Dear friend,

Welcome to our school. I heard that you will come to our school, and I will introduce the activities we prepared for you.

When you arrive at the school, you will see a student in a blue uniform, that\' s me. As the guide, I will lend you to visit our school. And after that, I will play the video which is about the school to you. Finally, you will have chance to participate in the ancient Chinese adulthood ceremony. That will be really fun and you will have new recognization about our school.

Thanks.

Yours sincerely,

Li Hua

**高考英语作文范文书信3**

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,Wang Lin

**高考英语作文范文书信4**

My pen friend I made a pen friend two years ago. Her name is Cindy. She is from Shanghai.

She said that this is a beautiful city. She hopes that one day I can go there. We can communicate through letters.

So we have many common hobbies, such as music, cartoon, sports, etc. We also share our life and discuss our study. I\'m glad someone can talk to me and share my life.

中文翻译：

我的笔友我两年前交了一个笔友她叫辛迪她来自上海她说这是一个美丽的城市希望有一天我能去那里我们通过书信交流所以收到信是最有希望的我们有很多共同的爱好，比如音乐，卡通，体育等等，我们也分享我们的生活，讨论我们的学习。我很高兴有人可以和我交谈和分享我的生活。

**高考英语作文范文书信5**

Dear Tom，

How is it going these days? I keep wondering how you feel about your school life in Beijing. Have you got used to the life in China? Are you enjoying your life? I hope you are.

Let me tell you a piece of good news: I’m going to take part in an English speech contest of middle school students in July in the coming summer vacation. So I’m busy preparing for it. But now I have some difficulty in collecting useful information and using proper English word to express my thoughts. Besides, I really want to improve my spoken English, especially the pronunciation and intonation(语调). Of course, as a native English speaker, you can give me some suggestions.

In addition, I’m going to visit you after the contest. I’m sure we will have a wonderful time together in Beijing! I can hardly wait to see you! I am looking forward to your early reply.

Yours,

Li Hua

**高考英语作文范文书信6**

日常生活中，无论是亲朋好友毕业、晋升、获奖、开业、还是订婚、结婚、生日，都需要写上一封信表示祝贺。信中应表示为对方而高兴。祝贺信应当充满真诚和热情，收信人读后会感到喜悦和振奋。祝贺信既可以正式写，也可以随便写，具体视场合而定。对不太熟悉的朋友适合正式写，以表示礼貌和尊重；对熟悉的朋友则可以随便一些。但无论采用哪种方式，祝贺信必须表达由衷的感情，而且写信要及时。下面将具体举例说明：

范例1 祝贺毕业（ Congratulations on Graduation）

Dear Mrs. Taylor,

We hear that your son Paul has graduated from the notable M. I. T. with honors. You must be quite happy with his splendid accomplishment. He is doubtlessly a pride of your family.

We are very happy for you and wish to extend to you our utmost congratulations. I believe that the knowledge he has acquired will enable him to be successful in his future life.

With best wishes to his success and happiness.

Sincerely yours,

Mary

祝贺信模板

Date:

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

(1) I have learned with delight that you\_\_\_\_\_\_. (1)获悉值得祝贺的消息，

说出祝贺事由

(2)I would like to extend to you my utmost (2)表达祝贺

congratulations on \_\_ \_\_.

(3) You must be very proud of your \_\_\_\_\_\_. (3)描述对方的心情

(4) And I feel very happy for you. (4)表达自己的心情

(5) \_\_\_\_ \_ is quite exciting news! (5)被祝贺人所取得的成绩

(6) You are really\_\_ . (6)对对方的赞美

(7) I know this is surely owing to\_\_ \_ .(7)对方取得成绩的原因 (8)It is a reward you richly deserve for your \_\_ . (8)对对方取得成绩的肯定，说出被祝贺人的优点

(9)With your\_\_\_ \_\_, I am sure that you will be (9) 被祝贺人的优秀品质，表达对对方的祝福

a success in whatever you undertake. (10)Kindly let me (10)咨询对方的情况和时间

know when you\_\_\_\_ \_.

(11) I hope\_ \_\_\_ (11)表达愿望

(12) My best wishes for your further success. (12)表达自己真诚的祝福 Sincerely yours, Signature

写作练习：

Directions: For this part, you are allowed 30 minutes to write a letter to a good friend

John, congratulating him on his admission to a famous university. You should write at least 120 words according to the outline given below in Chinese:

1. 对朋友进入大学表示祝贺

2．介绍大学生活和中学生活的异同

3．对如何成功地过好大学生活提出自己的建议

**高考英语作文范文书信7**

假定你是李华，正在一所英国学校学习暑期课程，遇到一些困难，希望得到学校辅导中心(Learning Center)的帮助。根据学校规定，你需要书面预约，请按下列的要求写一封信：1.本人简介 2.求助内容 3.约定时间 4.你的联系方式(Email: lihua@ ; Phone:12345678)

范文： Dear Sir ,

I\'m LiHua , a Chinese student taking summer course in your university . I\'m writing to ask for help . I came here last month and found my courses interesting .But I have some difficulty with note-taking and I have no idea of how to use the library . I was told the learning center provides help for students and I\'m anxious to get help from you. I have no class on Tuesdays mornings and Friday afternoons . Please let me know which day is ok with you. You may email or phone me . Here are my email address and phone number :lihua@ ; 1234567.

Look forward to your reply .

Yours ,

Li Hua

**高考英语作文范文书信8**

Dear Sue,

How are you doing?

I am writing this letter to say ^v^thank you.^v^ First and foremost, it is clear that you, just like ^v^our foreign mother^v^, were very patient to us. Additionally, needless to say, you taught me a lot, not only English knowledge but also your life wisdom;consequently, all of us have fallen in love with English and study. Last but certainly not least, there is no doubt that we had a great time together, which we will keep in mind forever.

By the way, I cant wait to tell you something new about my class. After you left for the America, we had an English competition. We all did very well, using the knowledge you told us. No one can deny you helped us so much!

Sue, can you give me some information about your life in America? I miss you so much. I am looking forward to your early reply!

Best wishes!

Yours love /truly,

Li Hua

**高考英语作文范文书信9**

Dear friend，

亲爱的朋友，

Hello， I\'m your new friend. My name is Bob. I\'m fifteen. I\'m American. I live in New York.

你好，我是你的新朋友。我的名字叫鲍勃，我十五岁，是美国人，我住在纽约。

I am a middle school student. I\'m good at maths. It is very interesting. My favourite sport is basketball. And I am not only a basketball fan but also a good player. I like music. My friend and I often sing pop songs together.

我是一个初中生，我擅长数学，它很有趣。我最喜欢的运动是篮球，我不仅仅是一个篮球迷，也是一个很好的选手。我喜欢音乐，我经常跟我的朋友一起唱流行歌曲。

After school， I am interested in getting on-line. I have known a lot about China from the Internet. Now I am learning Chinese. I hope I will visit your country one day.

Please write to me and tell me something about your life. I am looking forward to hearing from you.

请给我回信说说你的生活吧，我期待着你的来信。

Yours，

你的，

Bob

**高考英语作文范文书信10**

No. 28 Middle School

Yangzhou

April 8， 20\_

Dear Mr President Bush，

I am a student from China. All my classmates and I are caring about the war between your country and Iraq.

So far， the war has lasted about ten days. During these days， about two hundred thousand soldiers from your country and Britain have kept attacking Iraq. Many houses have been destroyed. Hundreds of civilians have been killed in the war. What’s worse， the children in Iraq couldn’t go to school like the children in your country and all of us. They even have no food to eat.

Mr President Bush， will you please stop the war at once? Let the people in Iraq live a quiet life and let the children go back to their schools， will you?

Love，

Li Lei

**高考英语作文范文书信11**

Dear friend,

I’m BaiSiyu,a girl student from ZhenDan ’m writing to invite you to come and stay in my home during the next two weeks.

I’m a clever girl! I like doing word puzzles and go like eating cakes you like them?They’re very sweet. I have a short brown ’s so cool! I really like it.

My mum is a works on the is kind but sometimes she is very strict.

My father likes listening to music and his job is not a singer,he is a driver.

Do you think I am your best choice now?Looking forward to meeting you.

Best wishes,

BaiSiyu

**高考英语作文范文书信12**

Dear Susan,

I will be holding a dinner party at our house on Saturday, June 23, 20\_\_ to celebrate my father’s being awarded the Pulitzer Prize for journalism this year. A s you are a close friend of our family,my parents and I would very much like you to participate in the celebratin and share our joy

The occasion will start at five o’clock in the afternoon. This will be followed by a buffet dinner party with a selection of food drinks. At around eidht o;clock, a band will perform some works by Bach and Strauss

If you are free on June 23, my family and I look forward to seeing you.

Best Regards.

Li Ming

**高考英语作文范文书信13**

(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。

**高考英语作文范文书信14**

You have just opened a nightclub near where you live, and you are very dissatiied with the situation because it disturbs the peace of your neighborhood. Write to your local government officials, tell you who you are, explain why you are unhappy, and suggest what to do. Dear Sir or lady, I am writing to express my dissatiaction with the terrible situation that I have been facing recently.

I am a covenant A resident of rose park on Hanson street, I\'ve been enjoying my life since I moved here five years ago. However, a nightclub recently opened a nightclub opposite my apartment building. It completely changed everything.

The club itself was very ugly. Its windows were blackened and there were naked photos hanging outside. I thought it was also very annoying.

The noise in the early morning was too loud, which really disturbed my sleep. Therefore, I find that I can\'t concentrate on my work completely because I often do. I\'m tired.

I work as a surgeon in the local hospital. Therefore, I believe you can see the seriousness of my complaint. Any mistake I make due to lack of sleep will be very serious.

I know that as a member of the local government, you have the right to close the club. I know clearly that people need to make a living and I don\'t want to be responsible for the unemployed, so if you can make sure you get rid of those annoying photos and keep the noise to a minimum, I would be very happy. I sincerely look forward to your reply, Kenny Gogh.

中文翻译：

你住的地方附近刚刚开了一家，你对这种情况很不满意，因为它扰乱了邻里的安宁，写信给你当地的官员，告诉你你是谁，解释你为什么不高兴，并建议应该怎么做，亲爱的先生或女士，我写这封信是为了表达我对最近所面临的可怕局面的不满我是圣约翰逊街玫瑰公园的一名居民，xx年前搬来这里后我一直在享受我的生活。然而，一家最近在我的公寓楼对面开了一家，它彻底改变了一切，俱乐部本身很难看，它的窗户被涂黑了，外面还挂着露骨的照片，我觉得这也非常令人讨厌，凌晨的噪音太大，真的扰乱了我的睡眠。因此，我发现我不能完全集中精力工作，因为我也经常这样我累了，我在当地医院当外科医生，因此，我相信你能看到我抱怨的严重性，我因睡眠不足而犯任何错误的后果都会非常严重的。

我知道，作为当地的一员，你有权关闭俱乐部，我清楚地知道人们需要谋生，我不想为失业的人负责，因此，如果你能确保去掉那些令人讨厌的照片，把噪音控制在最低水平，我会非常满意的。我真诚地期待你的答复，肯尼·高。

标签： 新学期

**高考英语作文范文书信15**

(1) 道歉信的写法

日常生活中难免会出现一些差错，如失约、损坏东西等。遇到这种情形，应及时写信致歉，以消除不必要的误解，维系正常的关系。道歉信除应及时写之外，还必须写得诚恳，歉意应发自内心，决不可敷衍塞责。再则，事情原委要解释清楚，措辞应当委婉贴切。下面将举例示范：

范例

Dear Mr. Harkness,

Much to my regret I was unable to keep my engagement to meet you at the park gate. I fear you are displeased at my failing to keep my promise, but I trust you will forgive me. Let me explain. My mother suddenly fell sick early yesterday morning, and I had to send her to hospital.

I shall be obliged if you will kindly write and tell me when and where we may meet again. I hope to see you soon.

Yours sincerely, Evelyn McCormack

(2) 道歉信模板

模板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 apologies and understand my situation.

Yours sincerely,

Li Ming

模板2

Date：\_\_\_\_\_\_\_\_

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

I am excessively sorry to say/tell you that ①\_\_\_\_ \_\_\_ (直接表达自己不能实现先前的愿望或约定). ② Now, I am writing you this letter of apology to show my deep regret\_\_\_\_\_\_ (表达歉意). ③Please accept my sincere apology\_\_\_\_\_\_(诚恳希望对方能接受道歉). ④I fear you are displeased at \_\_\_\_\_(表达出自己的心情，并请求对方原谅).⑤I hope you will understand me and excuse me for\_\_\_\_\_\_(过渡句). ⑥Let me explain(开始介绍道歉的原因). ⑦The reason for my delay/absence was that \_\_\_\_\_(阐述自己当时的处境和情况). ⑧I had no way out because \_\_\_\_\_\_ (总结自己道歉的原因) ⑨ Therefore it\'s not in my power to\_\_\_\_\_\_\_(希望下次再次实现愿望). ⑩Naturally, I want to suggest \_\_\_\_. I shall be obliged if you will kindly write and tell me when and where you\_\_\_\_(约定下次约会的时间和地点)

We may meet again and I hope to see you soon.

Sincerely yours, Signature

从这篇道歉信中可以看出，写好道歉信的关键在于措辞要朴实委婉，语气要诚恳真挚，解释要详细明了。例如原文中“much to my regret”、“I\'m excessively sorry”、“a feeling of deep regret”都是致歉之词，这就恰如其分地表达了写信人的真诚歉意。

写作练习

假设你是新华中学的学生李华，你和在上海上学的英国朋友Tom约好下周末北京旅游，但你因故不能赴约。请根据以下要点用英语给他写一封电子邮件：

1. 表示歉意；

2. 解释原因；

3. 另约时间。

注意：1. 词数100左右; 2. 可适当增加细节。

**高考英语作文范文书信16**

Dear Mr/Ms,

As our telephone negotiation this morning was very brief and proceeded so smoothly, I thought it might be advisable to summarize the agreement:

I offered US$56/kg CIF EMP

You asked for US$60

I countered US$58/kg

You accepted the figure

I look forward to signing the contract when we meet next week.

Yours faithfully

**高考英语作文范文书信17**

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 your very kind and acceptable thoughts in providing such a magnificent reunion dinner for us on the last Thursday evening.

I am sure that we all found the deliberations before the dinner extremely helpful, and I hope that your staff found the same.

We do hope that we will be able to build on the many friendships we made in Britain, and help to forge happy relationship between our two companies during future years.

Again with many thanks.

Sincerely yours,

Helen

例2

Dear Susan,

Now that I have become well enough to write, I want to express my sincere thanks not only to you, but also to your parents, for the kind treatment I received during my illness at your house.

I am afraid that my being ill must have given you a great deal of trouble, but I know your parents and you will forgive me for being a burden to you against my will. I hope it will be in my power some day to repay this great kindness, and I shall always remember it with feelings of the greatest gratitude.

Please give my best regards to your mamma and papa, and accept the same yourself from.

Your affectionate friend,

Frieda

写作练习

假设你叫李华，现是武汉大学的一名新生。请你根据以下提示，给你中学的英语老师李老师写一封感谢信，表达对他的爱戴和尊敬。

提示：1．对老师教学的评价2．回顾在校时你的心情3．对老师的理解和祝愿。

注意：词数100左右。信的开头已经写好，但不计入总词数。

**高考英语作文范文书信18**

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

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