# 英语邮件作文格式范文(合集70篇)

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*英语邮件作文格式范文1Dear Miss Yuan,How are you? I am Tonny. It is hot this summer holiday. Are you reading this at home?Now, I am...*

**英语邮件作文格式范文1**

Dear Miss Yuan,

How are you? I am Tonny. It is hot this summer holiday. Are you reading this at home?

Now, I am in Hong Kong. I\'d like to give you my e-mail.

Hong Kong is not as big as Shanghai, but it is a modern and beautiful place. It\'s very busy in the street. I can also see many tall buildings. They\'re always bright at night.

I like Disney Land best. I can see many cartoon characters there like Donald Duck, Mickey Mouse, Snow White and so on. I want to stay in Disney Land longer, but the airplane will not wait for us. I have to say goodbye to my Disney friends.

I want to tell you more, when I meet you in the new term.

Your student Tonny

**英语邮件作文格式范文2**

Dear Mr. Sun：

We thank you for your letter of the 23rd August requesting addresses of possible agents for your products.

On the attached list we have given names and addresses of three firms who in our opinion would be able to provide you with the required services, and would be interested in your proposition.

Very truly yours.

Oscar Olender

Executive Chairman

**英语邮件作文格式范文3**

Dear Jenny,

How are you getting along these days? I hope everything is all right. But I am upset these days because of my parents. I think they take care too much about me and too overvalue my grades. I have to tell them my every exam and my grades. If I do well, they are happy. If I don’t, they would be every sad and nervous, especially my mother. My mother even makes a detailed plan for my future. In her plan, I will go the best senior school of my city and then go to a top university of our country. She wants me to be a civil servant in the future, because this job is steady and well-paid. But I don’t like it; I want to be a journalist. I feel so upset about her plan. I told them my feelings before, but they never listened to me and said what they doing are good for me. What should I do?

I think I need someone to talk to and look forward to your reply.

Lovely yours,

Juliet

**英语邮件作文格式范文4**

Dear Sir，

I am writing to you for the mobile phone of Dephone-S250 I bought on 20th at Tele Mall in Wuhan, . China. Ten days after that, it didn’t ring and send short messages. Then I took it to the seller, but was told that the model had been sold out and I had to wait at least three months for a new one. I had no choice but to go to the repairman. To my disappointment ,he said since it was a new model in China, it was impossible to fix it without the right spare parts. I was so desperate on hearing that for I can not wait that long. Therefore, I have to require that you send me a new one of the same model within a month.

Thank you for your consideration.

Sincerely yours,

Bu Manyi

**英语邮件作文格式范文5**

Dear Jenny,

I do not need to tell you how greatly I appreciate all you have done for me these days and how grateful I am for the comfort and understanding you gave me when I needed them so desperately.

No one knows better than you how important my mother meant to me and what an aching void my life has become without her. But I am trying to take your advice and I hope that returning to my work next week will help heal the sorrow

I really do not know what I would have been without you. Thank you again for everything you have done for me!

Affectionately,

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**英语邮件作文格式范文6**

Fiona:

I will go to a food party at Karen Yiu?s place together with colleagues of the Accounts Department at 4:00 . this Sunday to celebrate the fourteenth anniversary of his marriage. Everybody is expected to bring a dish and a bottle of wine of his or her own. If you feel interested, please join us at the main entrance of Pioneer Plaza at 3:00 . sharp that day, and don’t forget your dish and wine. We do hope you come and are expecting to see you then.

With best wishes.

Sincerely yours,

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**英语邮件作文格式范文7**

Dear Li Ying,

Haven’t seen you for a long time. How have you been? I am missing you all the time. As the weather is splendid now, Jack、 Lucy and I have made a plan to go out to the countryside by bike. Each of us may take food for the picnic, which we will have at the hillside. The countryside must be very lovely, with grass and trees growing flourishingly, flowers full bloom and bright sunshine. We can enjoy the scenery to our hearts’ content, at the same time and take some pictures as a memory . It is possible for us to meet at the bus stop 8 a. m. I am sure we will have a good time. Do come and join us.

Yours always,

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**英语邮件作文格式范文8**

Dear David,

I’m glad you’ll come to Beijing to learn Chinese. Chinese is very useful, and many foreigners are learning it now. It’s difficult for you because it’s quite different from English. You have to remember as many Chinese words as possible. It’s also important to do some reading and writing. You can watch TV and listen to the radio to practice your listening. Do your best to talk with people in Chinese. You can learn Chinese not only from books but also from people around you. If you have any questions, please ask me. I’m sure you’ll learn Chinese well.

Hope to see you soon in Beijing

Yours,

Wang Ming

**英语邮件作文格式范文9**

一年来，在办公室主任的领导下，在同志们的配合支持下，我围绕办公室的工作特点和工作规律，努力适应新的岗位要求，认真履行自己的职责，集中家的智慧，凝聚家的力量，不敢有丝毫的懈怠，扎扎实实地开展了各项工作，较好地完成了工作任务。我主要从四个方面实践着自己的诺言,力争做到更高、更强、更优。

下面，将我一年以来的学习、工作情况向家作一简要述职，请予评议。

一、主要工作目标

1、根据公司整体部署，搞好调查研究，掌握上级政策和基层情况，抓好办公室拟办的有关信息刊物，为公司领导决策提供信息服务。

2、起草公司党、政有关工作报告、领导讲话、文件等有关材料。

3、对集团文件、会议决定事项及领导指示的执行情况进行督促检查。

4、组织人员的业务和政治学习，不断提高的工作质量和工作效率。

5、完成公司领导及办公室主任安排的其它工作任务。

二、工作措施和效果

一是规范办文，积极推进工作程序化。办公室工作是各级领导机关施行行政管理的重要手段，为公司党政领导提供直接有效服务的重要方面。一年来，我们根据公文处理办法，对公文报送程序、核稿和签发以及时限、质量等都作出了明确规定，坚决杜绝文件倒行和体外循环，保证文件质量，减少发文数量。对所收文电，严格按规定呈批签报。不断加强制度化建设，努力提高办文、办会质量和效率，基本上实现了办公室工作的规范化要求。按照领导安排和工作需要，结合本单位、本部门实际，做好重要文稿的起草工作，起草了大量的领导讲话、汇报材料和文电等。抓好文件的传递和运转，对上级下发的各种文件及时签注拟办意见，尽快呈送到领导手中，分送到有关部门。

二是落实督查督办职能，促进了公司政令畅通。紧紧围绕公司党政的重决策和重要工作部署，开展督查工作。重点突出了对公司职代会确定的各项重点工程的督查，坚持每月了解工程进展情况和存在的问题，通过新闻报告、《勘测简报》及有关渠道，及时向领导进行了反馈。公司转变干部作风动员会后，根据公司党政安排，对各单位贯彻会议精神情况进行了督查。

三是认真参与调查研究，积极为领导决策服务。根据公司领导指示，先后组织了多次关于机关作风建设的座谈会，分部门对改进机关作风进行了调研，对最终起草、下发《关于深入开展干部作风建设整顿严肃工作纪律的通知》文件起到了重要的作用。积极参与了安全生产调研，摸清了资源勘查、工程勘察、工程测量等野外作业安全注意事项，制定了各个施工现场管理办法，为确保安全生产提供了可靠的依据。

四是服务党政中心工作，协助领导处理日常事务。在公司的重点工作方面，积极协助主任做好协调服务。先后组织了深入学习实践科学发展观、学习推广“白国周班组管理法、“学习东汽精神，展示国企风采” 等活动。为处理综合部的日常事务性工作，发挥了参谋和助手作用。第一范文

**英语邮件作文格式范文10**

Dear Fang,

I am sorry that I have to ask a favour of you, with the hope that you will be kind to help me.

I have been longing to apply for the entrance examination for MA candidates for a long time because I want to pursue advanced I find myself far from the required standard, especially my very poor English. At this moment, the personal friendship leads me to approach you with the request, whether you can manage to give me some constructive guidance. I promise to be a diligent student. If you agree, I will come to your house once a week at a time most convenient to you.

Thank you very much for your kind help on many occasions in the past.

Your friend,

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\*Thank you very much for your kind help on many occasions in the past.

**英语邮件作文格式范文11**

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

**英语邮件作文格式范文12**

Dear Sir/Madam：

We are pleased to introduce Mr. Wang You, our import manager of Textiles Department. Mr. Wang is spending three weeks in your city to develop our business with chief manufactures and to make purchases of decorative fabrics for the coming season.

We shall be most grateful if you will introduce him to reliable manufacturers and give him any help or advice he may need.

Yours faithfully,

Yang Ning

**英语邮件作文格式范文13**

Dear David :

How’s everything going? As your birthday is drawing near, I’ve prepared a gift for you. It’s a Chinese painting “bamboo”, which I specially drew for you.

In Chinese culture, bamboo carries many best wishes and excellent qualities. On one hand, it stands straight and stays green all year round, so it’s always full of life. I wish you as strong and energetic as a bamboo. On the other hand, it’s hard outside but hollow inside. If compared to a bamboo, one is usually considered to be strong-willed and modest. All in all, we use bamboo to represent a noble and gentle person.

I hope you like the gift and wish you a happy birthday.

Yours,

Li Hua

**英语邮件作文格式范文14**

Dear professor Li,

I am a undergraduate from the Department of physics and I fortunately took a major course on which you lectured. Your lessons impressed me deeply.

As a senior, I face the choice between hunting for a job and continuing to study. I prefer to apply for a chance to pursue a Master’s degree abroad.

I have taken required English exams and got excellent scores. What’s more, I have finished my personal statement, which is attached to this letter. I’m now writing to ask if you can write a reference for me, which will greatly facilitate my admission into a . university.

Best wishes for your health.

Your Student,

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**英语邮件作文格式范文15**

Dear Mr. Carter,

As a new year comes across the corner, it gives us great pleasure to say how much we have appreciated working with you over the past twelve months. It was a good memory for me which I always kept in my mind. Would you be the same with me? Last year was a wonderful year and we both got many benefits and progress from each other. I sincerely hope that our pleasant business relationship will continue for years to come.

Our staff here join me in wishing you a very Merry Christmas and a Happy and Prosperous New Year.

Yours sincerely,

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**英语邮件作文格式范文16**

1、We\'d like to order your products. We\'ll send our official order today.我们想订你们的货，今天会寄上正式的订单。

2、Did you get our order for your telephones?你是否收到了我们订电话机的订单?

3、We\'ve noticed that your orders have been falling off lately, haven\'t you?我们发现贵公司的订单最近逐渐减少了，对吗?

4、I am writing to confirm / enquire / inform you...我写信时要确认/询问/通知你…

5、Can you let me have the name and quantities?你可以告诉我货名和数量吗?

6、Unless you order in March, we won\'t be able to deliver in June.除非你方三月订货，否则我们无法6月送货。

7、I am writing to follow up on our earlier decision on the marketing campaign in Q2.我写信来追踪我们之前对于第二季度营销活动的决定。

8、from our decision at the previous meeting...如我们在上次会议中的决定。。。

9、As mentioned before, we deem this product has strong unique selling points in china.如先前所述，我们认为这个产品在中国有强有力且独一无二的销售点。

10、Be assured that inpidual statistics are not disclosed and this is for internal use only.请确保个人信息不会外泄且只供内部使用。

11、Can we make a change on order No. 29734?我们可以修改一下29734号订单吗?

12、Our offer is reasonable and realistic. It comes in line with the prevailing market.我方的报价是合理的、现实的，符合当前市场的价格水平。

13、We make a counter-offer to you of $150 per metric ton . London.我们还价为每公吨伦敦离岸价150美元。

14、There are a number of issues with our new system.我们的新系统有些问题。

15. Enclosed is our brochure.

16. We hope you will reconsider the offer. (委婉地让客户重新考虑下订单。)

17. Should you have any inquiry, please kindly feel free to let us know.

18. We look forward to hearing from you soon.

19. We look forward to the opportunity of being of service of you.

20. Thank you again for your kind cooperation.

21、We are obliged to thank you for your kind attention in this matter.不胜感激贵方对此事的关照。

22、We should be grateful for your furnishing us details of your requirements.如承赐示具体要求，不胜感激。

23、It would give us a great pleasure to render you a similar service should an opportunity occur.我方如有机会同样效劳贵方，将不胜欣慰。

24、“We assure you of our best services at all times.我方保证向贵方随时提供最佳服务。

25、”This places our dealers in a highly competitive position and also enable them to enjoy a maximum profit.这样可以使我方经营者具有很强的竞争力，还可获得最大的利润。

26、I would appreciate your kindest understanding with/regarding this matter.我很感激你对这件事情的理解。

27、It\'s our principle in business to keep our promise.“守信用”是我们经营的原则。

28、Could you please send me your replies to the above questions by the end of June?请您在6月份前答复我上述问题好吗?

29、Please feel free to call me at any time, I will continually provide full support.请随时与我联系，我将持续地提供全程支持。

30、Hope this is clear and we are happy to discuss this further if necessary.希望上述说明很清楚，如有必要，我们很乐意再进一步讨论。

31、We apologize for the delay and hope that it doesn\'t inconvenience you too much.我们为耽搁道歉，希望这没有给您带来太多不便。

32、Your understanding and cooperation is greatly/highly appreciated.很感激您的理解及合作。

33、I would like to hold a meeting in the afternoon about our development planning for the project A.今天下午我建议我们就A项目的发展计划开会讨论一下。

34、Let\'s make a meeting next Monday at 5:30 PM SLC time.下周一盐湖城时区下午五点半开会。

35、I want to talk to you over the phone regarding issues about report development and the XXX project.我想跟你电话讨论下报告进展和XXX项目的情况。

**英语邮件作文格式范文17**

Consultation

Dear Mr. / Ms,

We are much concerned that your sales in recent months have fallen considerably. At first we thought this might be due to a slack market, but on looking into the matter more closely, we find that the general trend of trade during this period has been upwards.

It is possible that you are facing difficulties of which we are not aware. If so, we would like to know what we can do to help. We, therefore, look forward to receiving from you a detailed report on the situation and suggestions as to how we may help in restoring our sales to their former level.

Yours faithfully

**英语邮件作文格式范文18**

尊敬的XX人力资源部：

您好!

由于个人职业规划和一些现实因素，经过慎重考虑之后，特此提出离职申请，敬请批准。

在工作一年多的时间里，我有幸得到了各位领导及同事们的倾心指导及热情帮助，在本职工作和音乐专业技能上，我得到了很大程度的提高，在此感谢提供给我这个良好的平台，这一年多的工作经验将是我今后职业生涯中的一笔宝贵财富。

在这里，特别感谢各位领导在过去的工作、生活中给予的大力支持与帮助;尤其感谢，等，一年来对我的信任和关照，感谢所有给予过我帮助的同事们。

望批准我的申请，并请协助办理相关离职手续，在正式离开之前我将认真继续做好目前的每一项工作。

祝公司事业蓬勃发展，前景灿烂。

**英语邮件作文格式范文19**

弹指一挥，一年时间已过，在各股室同志的支持和帮助下，我勤奋踏实地完成了本职工作，超额出勤，也顺利完成了领导交办的各项任务，自身在各方面都有所提升，为做好办公室各项工作打下了良好的基础。来局里快两年的时间了，其间有喜乐，也有哀愁，但更多的是对其心存感激，因我在工作中不仅学到了与工作相关的知识、技能与方法，还学习到了如何做人、怎样为人处世，这是比任何东西都宝贵的人生财富，并将受益终生。所以我怀着一颗感恩的心在工作着、学习着。现将我对一年工作总结如下。

一、认真学习，努力提高

一年来，一是我认真学习了^v^思想，努力提高自己的理论，用正确的理论来指导自己的工作实践，弄清工作的方向、目标和任务，紧跟时代潮流，指导自己不断改造自己的世界观、人生观和价值观。二是努力学习与工作相关的各种知识，使自己在工作中不掉队、不落伍，能够更好地胜任本职工作。通过学习--思考--提高，自己的思想素质、道德品质和工作能力都得到了明显的进步。

二、脚踏实地，努力工作

(一)配合做好文字资料综合工作。一是起草了《xx县旅游升温战实施方案》、《关于打好“旅游升温战”加快旅游产业发展的意见》、《xx县20xx年旅游经济考核工作方案》、“251工程”半年工作总结、“十一·五”旅游业发展规划工作总结、20xx年旅游工作总结及20xx年工作设想等工作方案和工作总结，二是起草了县旅游局关于县级领导“七个一”活动情况汇报、关于五项创建工作的汇报、关于xx县旅游产业复合式、融合式发展的书面意见、关于加强旅游产品开发、营销力度和旅游配套设施建设的整改情况汇报等材料汇报。三是及时编发旅游信息，配合编发xx县旅游升温战工作简报12期，市旅游升温战指挥部编发旅游升温战信息35条。

(三)配合各部门做好工作。一是加强与各单位的联系，配合做好了创建中国卫生县城和创建省级文明县城资料汇编工作;配合做好了县长热线、优化、创建生态县、综治维稳、思想文化建设、党风廉政建设等各项考核工作和日常性工作。二是配合各部门做好庚寅年清明社会各界祭祀炎帝陵大典、庚寅年海峡两岸首届炎帝神农文化祭活动、庚寅年福寿健康久久长·尊老敬老庆典活动、快乐男声全国五强致敬始祖炎帝活动、株洲市全民健身万人广场舞表演大赛启动仪式暨炎帝陵祭祀典礼、xx县人民政府承办的“红色七月·走进”活动、中村乡人民政府举办的“重走红军路——老区百里毅行”活动、全国英雄导游员文花枝担任倡导者的“绿色世博，低碳出行”活动，xx县与市委宣传部组织开展了万人广场舞活动、()旅游推介会等活动。

三、端正作风，摆正位置

在工作中，我始终坚持勤奋、务实、高效的工作作风，认真做好工作。服从领导安排，不计得失、不挑轻重。对工作上的事，只注轻重大小，不分彼此厚薄，任何工作都力求用最少的时间，做到自己的最好。在生活中，坚持正直、谦虚、朴实的生活作风，摆正自己的位置，尊重领导，团结同志，平等相处，以诚待人，不趋炎附势，也不欺上压下，正确处理好与领导、同事相处的尺与度的关系，大事讲原则，小事讲风格，自觉抵制腐朽思想的侵蚀。

四、存在问题

通过一年来的工作，我也清醒地看到自己还存在许多不足，主要是：一是学习掌握新政策、新规定还不够，对新形势下的工作需求还有差距;二是调研工作不够深透,工作方法上还有待改进。这些不足，我将在今后的工作中努力加以改进提高，争取把自己的工作做得更好。

**英语邮件作文格式范文20**

1、 信头(Heading)

指发信人的姓名(单位名称)、地址和日期，一般写在信纸的右上角。一般公函或商业信函的信纸上都印有单位或公司的名称、地址、电话号码等，因此就只需在信头下面的右边写上写信日期就可以了。 英文地址的写法与中文完全不同，地址的名称按从小到大的顺序：第一行写门牌号码和街名;第二行写县、市、省、州、邮编、国名;然后再写日期。标点符号一般在每一行的末尾都不用，但在每一行的之间，该用的还要用，例如在写日期的时候。

2、 日期的写法：

如：1997年7月30日，英文为：July 30，1997(最为普遍); July 30th，1997; 30th July，1997等。1997不可写成97。

3、 信内地址(Inside Address)：

在一般的社交信中，信内收信人的地址通常省略，但是在公务信函中不能。将收信人的姓名、地址等写在信头日期下方的左角上，要求与对信头的要求一样，不必再写日期。

4、 称呼(Salutation)：

是写信人对收信人的称呼用语。位置在信内地址下方一、二行的地方，从该行的顶格写起，在称呼后面一般用逗号(英国式)，也可以用冒号(美国式)。 (1)写给亲人、亲戚和关系密切的朋友时，用Dear或My dear再加上表示亲属关系的称呼或直称其名(这里指名字，不是姓氏)。例如：My dear father，Dear Tom等。 (2)写给公务上的信函用Dear Madam，Dear Sir或Gentleman(Gentlemen)。注意：Dear纯属公务上往来的客气形式。Gentlemen总是以复数形式出现，前不加Dear，是Dear Sir的复数形式。 (3)写给收信人的信，也可用头衔、职位、职称、学位等再加姓氏或姓氏和名字。例如：Dear Prof. Tim Scales, Dear Dr. John Smith。

5、 正文(Body of the Letter)：

位置在下面称呼语隔一行，是信的核心部分。因此要求正文层次分明、简单易懂。和中文信不 同的是，正文中一般不用Hello!(你好!)正文有缩进式和齐头式两种。每段书信第一行的第一个字母稍微向右缩进些，通常以五个字母为宜，每段第二行从左面顶格写起，这就是缩进式。但美国人写信各段落往往不用缩进式，用齐头式，即每一行都从左面顶格写起。商务信件大都采用齐头式的写法。

6、 结束语(Complimentary Close)：

在正文下面的一、二行处，从信纸的中间偏右处开始，第一个词开头要大写，句末用逗号。不同的对象，结束语的写法也不同。 (1)写给家人、亲戚，用Your loving grandfather，Lovingly yours，Lovingly等;

(2)写给熟人、朋友，用Yours cordially，Yours affectionately等;

(3)写业务信函用Truly yours(Yours truly)，Faithfully yours(Yours faithfully)等;

(4)对上级、长辈用Yours obediently(Obediently yours)，Yours respectfully(Respectfully yours)等。

7、 签名(Signature) ：

低于结束语一至二行，从信纸中间偏右的地方开始，在结束语的正下方，在签完名字的下面还要有用打字机打出的名字，以便识别。职务、职称可打在名字的下面。当然，写给亲朋好友的信，就不必再打了。

8、 附言(Postscript) ：

一封信写完了，突然又想起遗漏的事情，这时用.表示，再写上遗漏的话即可，要长话短说。通常在信末签名下面几行的左方，应于正文齐头。 注意：在正式的信函中，应避免使用附言。

9、 附件(Enclosure) ：

信件如果有附件，可在信纸的左下角，注上Encl：或Enc：

例如：Encl：2 photos(内附两张照片)。如果福建附件不止一项，应写成Encl：或Encs。

我们有时可看到在称呼与正文之间有Re：或Subject：(事由)字样。一般在信纸的中间，也可与“称呼”对齐。还应在底下加横线，以引起读信人的注意，使收信人便于在读信之前就可了解信中的主要内容。事由一般在公务信函中使用，也可以省略。

范例：

**英语邮件作文格式范文21**

Subject: Offers：

Dear Sir,

This is to confirm your E-mail of 2 July, 20\_, asking us to make your firm offers for rice and soybeans C&F Singapore.

We E-mail you this morning offering you 300 metric tons of polished rice at A$2400 per metric ton, C&F Singapore, for shipment during August/September 20\_. This offer is firm, subject to the receipt of your reply before 16 July 20\_.

Please note that we have quoted our most favourable price and are unable to entertain any counter offer.

With regard to soybeans, we advise you that the few lots we have at present are under offer. If, however, you were to make us a suitable offer, there is possibility of our supplying them.

As you know, of late it has been a heavy demand for these commodities and this has resulted in increased prices. You may, however, take advantage of the strengthening market if you send an immediate reply.

**英语邮件作文格式范文22**

^v^Here comes uncles letter!^v^ I shouted happily. But this letter was different from those he sent to me before. It was an email! My uncle went to the United States long ago. But he cared about my study and life very much. So he wrote me often.

But it would take a long time for his letter to arrive. Several years later， my family set up a telephone set， It became easier for us to communicate， but we cost more money by calling each other. Now we both had a computer and could get on the Intemet. Then we could talk to each other any time we wanted to， and it wouldn＇t cost world is changing， and it is changing better and better.

**英语邮件作文格式范文23**

Dear Sir or Madam：

A day out at Blue Sky Park is a real treat for the whole family!

There is so much to see and do for all ages and it’s all in the perfect setting of Guangzhou’s finest landscaped gardens.

Beautiful flowers and plants, meadows an d playgrounds, trees with picnic areas.. plus tea rooms, snack bars, souvenir shops.. the Park brings you immense leisure and recreation. A new Tropical Aquarium within the grounds adds to the special features of the park.

With the incredibly cheap admission charges of 5 yuan for adults, 2 yuan for children, and free for retired aged citizens, it really is the perfect day out in Blue Sky Park!

Sincerely,

Blue sky Park

(For further information, please dial )

**英语邮件作文格式范文24**

Dear Mr. Wang,

Thank you for your reply of August 20 about my application for a position. It came to hand this morning as a pleasant surprise. I am glad to tell you that I will attend the interview at the time you set for the morning of August 30. I will bring along full details of my testimonials as you suggested.

I would like to introduce myself to the company and hope to be a member of it. I would certainly spare no effort to acquit myself to your satisfaction.

Yours respectfully,

×××

**英语邮件作文格式范文25**

Fiona:

I will go to a food party at Karen Yiuplace together with colleagues of the Accounts Department at 4:00 . this Sunday to celebrate the fourteenth anniversary of his marriage. Everybody is expected to bring a dish and a bottle of wine of his or her own. If you feel interested, please join us at the main entrance of Pioneer Plaza at 3:00 . sharp that day, and don’t forget your dish and wine. We do hope you come and are expecting to see you then.

With best wishes.

Sincerely yours,

×××

**英语邮件作文格式范文26**

What is the difference between regular mails and e-mails?As we know, regular mails have been usded for thousands of years,it is very inconvenience,for it took a long time to receive. Besides, it costs you some money. While e-mails is very convenience, it take you only a few seconds to arrive the receiver and it is free to send .so more and more use e-mails rather than regular people think that it will be replace the regular mails.

In my opinion, the email will be more and more popular in the future, but it can not replace the regular mails because it can not send everything though it is very convenience to send letters,we sometimes want to sent other somes to our friends which e-mails is impossible to send.

So we can draw an conclution that emails can not replace regular will use email to sent letter and use the regular to send other things.

**英语邮件作文格式范文27**

Dear sir or Madam,

I am writing to you in the hope of that I may obtain opportunity of teaching post in your school .Currently , I am a senior 3 student in Lanzhou City University ,my major is English.

According to the advertisement ,your position requires top university,Bachelor or above in Computer Science or equivalent field and proficient in Windows and LINUX System. I feel that I am competent to meet the requirements. I will be graduating from Graduate School of Tsinghua University this year with a . degree . My studies have included courses in computer control and management and I designed a control simulation system developed with Microsoft Visual InterDev and SQL Server

In Lanzhou City University ,I have been working hard and doing well in the major courses .Not only I have I passed cet4,cet6, but more important ,I can communicate with others freely in English .I have good command of spoken and written English .At present, I work hard and try my best to pass the am skilled in computer useage ,such as CAD.

Teaching practice do enrich my working experience .During my teaching practice,I was always preparing my lesson plan carefully .I have combined theories into practice. Miss Liang Fang, my director teacher thought well of my enthusiasm, devotion, intelligence, and diligence .I was also popular with my students. My teaching practice which increase my responsibility to be a teacher ,meawhile I gain first step to my career.

The education gave me a wide range of vision and taught me how to cooperate with others.

The working experience offered me a good chance to improve my ability.

I do believe that with my solid education background and rich working experience ,I would be an excellent member of your school.

I would appreciate time in reviewing my enclosed resume. Thank you for your time and Your consideration. I am looking forward to you reply.

According to the advertisement ,your position requires top university,Bachelor or above in Computer Science or equivalent field and proficient in Windows and LINUX System. I feel that I am competent to meet the requirements. I will be graduating from Graduate School of Tsinghua University this year with a . degree . My studies have included courses in computer control and management and I designed a control simulation system developed with Microsoft Visual InterDev and SQL Server.

During my education, I have grasped the principals of my major and skills of practice. Not only have I passed CET-6, but more important I can communicate with others freely in English. My ability to write and speak English is out of question.

I would appreciate your time in reviewing my enclosed resume and if there is any additional information you require, please contact would welcome an opportunity to meet with you for a personal interview.

**英语邮件作文格式范文28**

尊敬的贵公司领导：

您好!

首先，很感谢您能在百忙之中抽空来阅读我的求职材料，希望它能让您对我有一个良好的初步认识，并能够有助您在激烈的市场竞争与知识经济的大潮中录求到综合型的跨世纪人才!敬请留意下面的内容，相信您一定不会失望的。

我叫，2年毕业于湖北省财贸工商行政管理学校工商行政管理专业，步入社会后，工作之余自学了行政管理大专文凭。

在以往的学习和工作中，努力学习专业知识及经验，扩大自己的知识面、增长见识，而且正确地树立了人生观、价值观。随着知识经济的诞临，社会将更加需要“专业突出，素质全面”的复合性人才。我利用空余时间对计算机和日语更加深入的学习，从不同领域和不同专业来锻炼自己。

真诚、坚持、认真是我最大的优点;“默默不语”可能就是影响我的一大缺点，呵，一直以来我的语言很少，不愿意口头表达自己的意建。相信在以后的工作中，会慢慢让自己开朗大方一些，培养自己的沟通能力，创新能力，团队合作精神，更加增强自己的责任心和自信心等个人技能。诚实正直的我，使我懂得如何用真心与付出去获取别人的回报，我会用努力与智慧去争取我的空间，让社会来容纳我，请关注我的未来。尊敬的领导，相信我的能力，我真诚地希望能够成为贵公司的一员，共同创造美好的未来.

祝贵公司蒸蒸日上!也祝你身体健康，工作顺利!

热切期盼您的回音，谢谢!

求职人：

**英语邮件作文格式范文29**

寒暄语：

①お忙しいところ、突然のメールを送りまして誠に申し訳ございません。XXXです。

②この度はお忙しい中失礼いたします。XXXです。

③ご無沙汰（ぶさた）しております。

④お世話になっております。

⑤丁寧にご返事いただき、誠にありがとうございます。

结束语：

①今後ともどうぞよろしくお願いいたします。

②引き続きどうぞよろしくお願いいたします。

③お手数おかけしますが、何卒よろしくお願いいたします。

④ご返信をお待ちしております。何とぞよろしくお願いいたします。

日语邮件写作和中文邮件、英文邮件的写作差异还是蛮大的，在不确定的情况下，大家千万不要随意套用中文邮件的格式和思路。邮件类写作只是高考日语应用文其中的一类文体，书信、便条等也都属于日语应用文，他们有自己不同的写作格式，同学们千万不要把他们搞混哦。

**英语邮件作文格式范文30**

鼎元(白山)实业有限公司是由鼎元(中国)投资有限公司独资的外资企业，20xx年3月2日经白山商务局批准，在白山市工商局注册设立。注册资本为20xx万美元。

为充分发挥白山地区资源优势，公司拟投资约8亿元人民币一揽子开发纸业、林业、煤业、人造板、硅藻土人参等多个项目，目前20xx年公司配合市政府完成了林纸一体化项目的奠基仪式，新建纸厂一期工程各项工作4月末全面展开，已投入资金6000万元，完成总工程量的65%。

投入8000万元资金开发靖抚50万吨/年煤田，成功运作了21万吨/年靖宇煤矿，年可实现产值6000万元。

投资4000万元在长白新建了年产3万立方米中密度板厂，现已投入运行，预计20xx年度可实现产值1500万元。

在长白成功收购整合了硅藻土资源，投入3000万元资金，现正在运行过程中，预计年可实现销售收入700万元。

20xx年6月7日与市政府签署了《城市污水处理场特许经营协议》及《污水处理服务协议》，总投资约4500万元，现已正常运营。

**英语邮件作文格式范文31**

Dear Jack,How is everything going ?I am writing to tell you that I have found a new job in a bank, which is located in the main business area. It\'s really not easy to have an oppotunity to work in a bank and I am very happy. And I will move to my new house next week. It is ROOM 312 of city park in the Oxford street, which is near the bank I work it is a little bit far from your house, I will visit you as I usually do. And welcome to my new house ! My new phone number is 7635089, and I am looking forward to 110 words

**英语邮件作文格式范文32**

XX公司董事长：

打扰了!

我是北京秘书学院即将毕业的涉外企业秘书班的学生。XX公司是一闻名遐迩的中外合资企业。董事长知人善用，我慕名已久。近日，看到贵公司的《招聘启事》，得知贵公司因扩大业务经营而需要增加文职人员。我现即来应聘，渴望能为贵公司服务、为董事长效劳。

本人在学期间，注重思想品德的修养，严格要求自己，积极参加社会实践活动，努力提高思想政治水平，学习成绩优秀，两次获得优秀学生奖学金。两年来，我系统地学习了秘书学、应用写作、管理学、公共关系学和对外经贸基础等20多门专业课程，熟悉文章写作和公文处理知识，曾获本校征文比赛三等奖。又熟练地掌握了中英文打字和电脑操作技术，能适应现代化办公的工作需要。

本人性格开朗，热情诚实，通晓普通话、广州话，会听一些潮州话、客家话。日常英语的听力和口语也较好。我的爱好广泛，课余特别喜欢文娱、体育活动。多次参加文艺演出，曾获本校第二届卡拉0K歌唱大赛第二名，还多次代表班级参加篮球比赛。本人历任班长、学生会宣传部长，工作热情肯干，交际广泛。也曾利用假期搞社会调查和社会兼职工作，积累了下些实际工作的经验。

我特别喜欢秘书、公关或宣传工作。不仅有本市户口，也有住房。福利待遇没有特殊要求，月薪起点1350元即可。本学院吕江教授愿意做我的推荐人。如能录用，即可上班。敬请函告或电话约见。谨候回音。即颂

大安!

**英语邮件作文格式范文33**

Dear Tom,

It is nice to receive your email. Now I’d like to tell you something about the Palace Museum.

The Palace Museum is also called the Forbidden City. It took 200,000 workers more than 13 years to build the Forbidden City. The Forbidden City was finished being built in 1420. The largest museum in the world, the Palace Museum, holds cultural treasures from the past 5,000 years of Chinese history. The City’s palaces have 9,999 rooms altogether. Chinese people traditionally have thought of nine as a lucky number. Students from all over China can now visit in groups at no charge every Tuesday. The museum is under construction.

I hope you can come to China and take a look at this museum with your own eyes.

Best wishes.

Li Ming

**英语邮件作文格式范文34**

Dear Allen,

Ive got your E-mail. Thank you for your rapid reply! You know what that was my first time to write an E-mail, and it was so fun! I even wrote the wrong address at the first time .How silly I am! About the E-mail you sent me, the flash game is so interesting，and I forward it to my classmate. Everybody says its the best game they ever played. Its so nice of you to send me the game. Where did you find the game? By the way, would you like to see a movie with me this Saturday? I hear that there is a cool movie and I have two tickets. Please give me the answer before Friday, so that I can make the plan.

PS: Can you tell me how to beat the game or give me the work through? Thanks.

Best regards,

Peter

**英语邮件作文格式范文35**

Dear Tom,

Thanks for your letter which finally caught up with me in London. I suppose you\'re keen to hear how the trip has been so far. So here\'s a short description of what\'s happened.

Well, you remember we left Sydney on Monday and arrived in London 24 hours later. After such a long and exhausting flight the first thing we did was to have a good, long sleep. And after that?a good meal to make up for all that horrible airline stuff!

The first real day of our holiday was spent just walking around London to get a feel of the place. After that, however, we were more particular and planned each day carefully.

First, we looked at all the historical sights, such as the Tower of London, the Houses of Parliament, the British Museum and the National Gallery. Then we visited some other famous places, such as Kew Gardens and Hampstead Heath. Finally, we took a one-day trip to Oxford, which is really the most marvelous town. You should make sure to go there when you visit England.

After we had seen a lot of London, we flew to Paris. A t first, we didn\'t like the place-I suppose because it was so different from London. Later, though, we began to really love it and started to appreciate its differentness.

The final stage of our trip is a visit to Rome, after which we will be

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