# 英语公务书信作文格式范文(推荐10篇)

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*英语公务书信作文格式范文 第一篇Dear Sir,I was very interested in your advertisement in todays edition of The Evening Post and I should ...*

**英语公务书信作文格式范文 第一篇**

Dear Sir,

I was very interested in your advertisement in todays edition of The Evening Post and I should like to apply to be a member of the Amazon Expedition team.

I am twenty-three years old and have an honors degree in Botany from Bath University. Since leaving university I have been working in a research laboratory but my contract comes to an end in six weeks. I would particularly like to join the expedition for the opportunity it would give me to study the plant life of the area.

I enjoy several outdoor activities including rowing and rock climbing and I consider myself to be both fit and healthy enough to undertake such an expedition.

If you would like me to attend an interview, I would be able to come at any time convenient to you, (J1) my employers have agreed to give me time off for the purpose.

I look forward to hearing from you.

Yours faithfully,

Lily Ma

**英语公务书信作文格式范文 第二篇**

Dear John,

I’m really glad that you ate interested in Chinese paper cutting and decide to leatn it.

You should know the paper cutting is a traditional folk art of China and it still is an important part of the Chinese life. Paper cutting can date back to the 6th century of China and always influences Chinese life. It still works in three ways today, for example that for decoration, for religious purpose and as patterns.

Paper cutting for religious purpose runs through Chinese six thousands years of history which represented their hopes of the better life from Gods.

Paper cutting for decoration is usually used to decorate in New Year or other important festivals and it means good luck.

Paper cutting as patterns can draw many learners and visitors attention to know its beauty.

Finally I real support you to learn it and hope you can always insist it that can have a successful result with happiness.

Your Friend,

Lily

**英语公务书信作文格式范文 第三篇**

求助信

【写作要求】

假设你是李华，你的美国朋友Tom上个月来到北京学习。七月份你将去北京参加暑期中学生英语演讲比赛  (speech contest)，你在资料搜集、语言运用等方面遇到了困难。请根据以下要点给Tom写一封电子邮件：

1.询问Tom的生活和学习情况；

2.谈谈你的困难并请Tom帮忙；

3.告诉Tom你打算赛后去看他。

注意:

1.词数:120—150；

2.可适当增加细节，以使行文连贯。

【优秀范文】

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

英语书信范文2

建议信

【写作要求】

假定你是李华，你所喜爱的Global  Mirror周报创刊五周年之际征集读者意见．请你依据以下内容给主编写封信，内容主要包括： 1．说明你是该报的忠实读者

2．赞赏该报优点：1)兼顾国内外新闻  2)介绍名人成功故事

3．提出建议：  刊登指导英语学习的文章

注意：1．词数100左右，开头语己为你写好；

2.可以适当增加细节，以使行文连贯。

【优秀范文】

Dear  Editor-in-Chief,

Congratulations  on the 5th anniversary of Global Mirror!

I’m  a regular reader of your newspaper. I like it so much that I hardly miss any  copy.

There  are many advantages of Global Mirror. Firstly, Global Mirror covers both  national and international news. By simply turning the pages, I can know all  important things that have happened both home and abroad. Besides, the success  stories of world-famous people are also attractive to me, which help me learn a  lot from them. In a word, thanks to Global Mirror, we are well-informed and keep  up with the changing world.

As  a young student, I wish that I can be a master of English language. Therefore, I  suggest that Global Mirror provide articles about English learning for  us.

Finally,  I hope that Global Mirror will become more and more popular. Thank you for your  time!

Sincerely  yours,

Li  Hua

英语书信范文3

感谢信范文

20  June 20\_\_

Dear  Mr. Seaton，

Thank you very much for taking me with you on that splendid outing  to London. It was the first time that I had seen the Tower or any of the other  famous sights. If I\'d gone alone, I couldn\'t have seen nearly as much, because I  wouldn\'t have known my way about. The weather was splendid on that day, which I  thought was rare.

I  still remember some people told me that in Britain there was weather and no  climate. During the same day, it might snow in the morning, rain at noon, shine  in the afternoon and be windy before the night falls. So I think I was  lucky.

I  think the river trip was the best thing of all. London really came alive for me  as we saw it from the Thames during that wonderful journey down to Greenwich. It  was all tremendously exciting - a day that I shall never forget.

Thank  you for giving me such a great birthday treat.

Yours  sincerely,

Linda  Chen

英语书信范文4

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 are many trees，bright rooms，as well as a large  addition，I‘ve met a lot of new friends，who are very friendly to  ，I‘ve taken my first English class in senior high school 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，

\_\_\_\_

英语书信范文5

【写作要求】

假设你是晨光中学的高中生李华。你校拟选拔一些优秀学生，利用暑期到晨曦希望小学为学生辅导英语。你希望参加此活动。请根据以下提示，用英语给校评选组写一封申请信：

1.  对此活动的认识（如对本人、学生及社会的益处等）

2.  个人优势（如性格、独立生活能力、语言能力等）

3.  你的计划（如怎样进行辅导等）

注意：1.  词数不少于100；

2.  可适当加入细节，以使内容充实、行文连贯；

3.  信的开头和结尾已给出，不计入词数。

参考词汇：晨曦希望小学Chenxi  Hope School

【优秀范文】

Dear  Sir or Madam,

I’m  Li Hua from Class One, Senior Two. As far as I am concerned, I believe to teach  English for pupils from Chen Xi Hope School will be good for both the  primary-school students and high-school student tutor, which thus will result in  substantial social benefits.

I  think I am qualified for being the pupils’ English coach, because I have good  character, being independent in life and proficient in English. That’s why I  apply for the position; I hope I can join the instructive activity.

My  plan for coaching the pupils is to teach them by listening, speaking, reading  and writing. What’s more important is to stimulate their interests in learning  English as a foreign language, creating a good learning environment. I hope you  can offer the opportunity.

Yours  sincerely,

Li  Hua

**英语公务书信作文格式范文 第四篇**

1、称呼

(1)机构

A、不认识负责人

Dear Sir or Madam,Dear Sir/Madam,To whom it may concern,

B、认识负责人

DearMr./(Michael)Wang,

(2)个人

A、关系不亲密

DearMr./,

B、关系亲密

DearMichael,

2、正文

3、落款

(1)祝福语

Best wishes!/The best regards!

(2)签名

Yours sincerely,

LiMing

**英语公务书信作文格式范文 第五篇**

Dear Mr. Smith,

Congratulations on your firm’s recent(近来的) selection to design and print media advertisements for the Beijing Municipal Government. We learned of your success at our convention in Shanghai last month.

We have long believed that the success of inpidual franchises is directly linked to the healthy growth of the industry(生产制造) at large. We can think of no better firm to help our industry achieve wide recognition than your company.

We have followed your success in promoting other associations(协会) such as soft drinks, snack foods and recycling. Your “Dream Vision20XX” ads for the bottling industry were both inspirational and effective in raising consumer awareness, and we look for similar positive responses(答复) to this business with the Beijing Municipal Government.

Again, accept our warm congratulations on your selection. We look forward to seeing the results of the survey you conducted(进行) during our convention.

Sincerely yours

Leonardo Chen

**英语公务书信作文格式范文 第六篇**

给杰克的一封信

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

**英语公务书信作文格式范文 第七篇**

邀请信

Dear\_\_\_\_,

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

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

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

Yours sincerely

Li Ming

**英语公务书信作文格式范文 第八篇**

Dear Tom,

How are you doing? How time flies! I have been back to China for half a year. I miss you so much!

Every time I catch sight of our photos taken in America, I can’t help thinking of what you have done for me. It was so kind of you to help me with my spoken English. Besides, you made me master a lot of advanced English grammar, which really surprised me. What’s more, I shall always remember you encouraged me to correct my pronunciation by enjoying American TV programs.

By the way, Could you please tell me how can I get in touch with Mr. Smith? I have some learning problems to ask him.

Besides, I know you are interested in the historical Chinese civilization. Why not come to China to enjoy the Spring festival? I promise you won’t regret!

Looking forward to your reply!

Yours,

Li Hua

**英语公务书信作文格式范文 第九篇**

Dear Mike,

In your last letter, you mentioned that you want to know something about the Spring Festival. I am writing to tell you about it. Spring Festival has a long history, which was originally celebrated to scare away a fierce beast “Nian”. Slightly different from that in the past, it is now given new meanings and regarded as a way forpeople to enjoy reunion with their families however far they live or work. On the New Year’s Eve, each family has its members gathered together. They tell each other their lives in the past year, exchange gifts and eat a lot of delicious meals in the warmth of the family. Children can get lucky money in red paper. People have a good time, holding opera performances, and other celebrations.

I hope you will come here and experience this wonderful festival.

Yours,

Li Hua

**英语公务书信作文格式范文 第十篇**

To: Jeffrey, all company and department heads, managers, editors and authors Celiott was appointed Vice President and chief editor of the company, and has been on this new task since March. Jeff succeeded Mr. Green.

I announced his retirement in December\'s memorandum, because the book company plays an important role in the publication of textbooks in the United States and foreign countries. It can only maintain its leadership by recruiting and training excellent editors, designers and producers Bit. This is very important, and it is also the basis for us to achieve the goal of equality.

What is important is that we absolutely need to maintain a high standard of editing quality, which is the main reason for our success. Jeffs\'s task will include many functions, and his greatest contribution should be reflected in these two aspects: finding and training talents who can contribute to the production of high-quality books and teaching materials. Reporting to and assisting Jeff in achieving these goals will be Ms.

Mary Miller, editorial services manager, Ms. Lucille Lawson, copyright and licensing manager, and William Woodson, assistant vice president of production research, Jeffrey Celliot grew up in Oklahoma and graduated with honors from Oklahoma State University, where he began his career as a school teacher. He served briefly as the company\'s sales representative and vice president of beacon college in Richmond.

Jeff was the editor in chief of the California business books department. He played an important role in promoting the Department to the editorial status of business education.

中文翻译：

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