# 英语书信类作文及范文(共16篇)

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*英语书信类作文及范文1Fiona:I will go to a food party at Karen Yiuplace together with colleagues of the Accounts Department at 4:00...*

**英语书信类作文及范文1**

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,

×××

**英语书信类作文及范文2**

Dear Andrew,

How are you, my best friend Andrew? It is pleasured that you invited me to pay a visit to your home. But I am very sorry that I can’t accept your invitation because I have a very important competition which I must to take part in.

It is a competition of English play, which is hold once two years and will need a month to practice, is very valuable for me. So,I must take part in which I don’t want to miss the opportunity. Sorry, I believe you can understand me right?

Last, I want to give you a present that a CD about the hundredth anniversary of my school. It is too much fun in it and I hold you will be like. I promise you that I will accept your next invitation and bring some presents which you like.

Good Luck From Your Friend

Xiao xin

**英语书信类作文及范文3**

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

**英语书信类作文及范文4**

(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。

**英语书信类作文及范文5**

Dear Sir or Madam,

I am writing to apply for a position as a computer engineer in your company. First of all, your company is the king in the area of software and is well-known for its development of software. It would be a great opportunity for me to start my career in the company. What is more, my major is computer, and I have a strong interest in software.

When I was still a freshman, I got BandTwo certificate forcomputer, my class. Besides, I have attended various computer contests and won top prizes several times, which greatly enriched my knowledge on computer. Finally, I had once worked part-timely in a company for two years, and I gained wide experience in software in these two years.

I would be pleased if you could offer me an opportunity to interview me. Looking forward to your reply.

Sincerely yours

Li Hua.

**英语书信类作文及范文6**

Dear Liming,

Congraduate on you success in passing the entrance examination.

Now, please allow me to give you some suggestion during your holidays.

First of all, you should read. Because it makes a full man. Reading during the holiday helps you get the habit of it that when you become a freshman. College life is so plentiful but reading is the most important thing.

Second, to do some housework can bring you another feelings. Once you get into the college, you must do the things for yourself, including washing, clear the room and shedule your daily life and etc.

However, reading and housework doesn’t mean all of your holiday. You need contact with your friends or communicate with them. The reason is that old friends will be in your memory and new friends will be there. And we all know that the friendship among senior school.

From the things I mentioned above, hope they will bring you a richful life in your college.

Zhangwei

**英语书信类作文及范文7**

(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：

**英语书信类作文及范文8**

(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, 2025

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

**英语书信类作文及范文9**

Dear Sir,

先生：

My name is Mary. I want to join the school English club. I am a 14-year-old girl. I like learning English very much. How nice to come to theEnglish club! I can make more friends there and we can study together. MyEnglish teacher always says that English is very important in our life, so llike English a lot. I want to learn to write in English and sing English are pretty beautiful! I am careful and hard. I am good with otherstudents,too. I think we will have a good time together.

我的名字叫做玛丽。我希望加入我们学校的英语俱乐部。我是一个十四岁的女孩。我非常喜欢学英语。这是多么美好能去英语俱乐部啊!在那里，我可以结识更多的朋友并且我们可以一起学习。我的英语老师经常说英语是很重要的在我们的生活之中。所以我十分喜欢英语。我希望学着用英文写信和唱英文歌.英文歌真的.很好听!我很仔细并且也很努力。我也同样与同学们相处得很好，我想我们会一起度过一个快乐的时光。

I want to join the English club very much. please call me at 332-4590 oremail me at . Thanks .

我真的十分想要加入英语俱乐部，请您打332-4590或用.来联系我。谢谢。

I want to hear from you again.

我希望能再次收到您的来信。

**英语书信类作文及范文10**

Dear my friend,

I am here writing to your to express my gratitude to you for congratulation.

You mentioned how to improve the translation ability. Now I would like to offer you some suggestions.

The most important factor to be considered is that you must grasp a of vocabulary, which is the foundation for translation. Secondly, you can try to practice translation everyday. After your translation, you can compare your translation with the given answer. Last but not the least, you must pay very close attention to the difference between the two languages. Differences between laguges must be considered when you are translating.

I am looking forward to meeting you in the near future. Then, we can have a talk face to face. I sincerely hope that my suggestions can be constructive to you.

Truly yours

**英语书信类作文及范文11**

Dear Alice,

How nice to hear from you. You want to know what is going on in schools in China? Now, I will tell you about it.

In the past, exam-oriented education forced us to listen to our teachers while taking notes in class. We did all kinds of exercises without end, though it was 5 o’clock in the afternoon. After supper, we had to continue our exercises far into the night.

Now, quality-oriented education has made our school life colorful. We are active in class. In order to train the ability, we often do research on study. Sometimes one of us teaches ourselves. We have various outside activities, such as singing, dancing, English corner, and taking computer lessons. Basketball and football are our favorite sports. In the evening we can watch news on TV, do experiments by ourselves and have talks and discussions of our subjects.

Please make sure that our school life is getting more and more colorful and interesting.

Yours,

Li Hua

**英语书信类作文及范文12**

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 truly,

Lihua

**英语书信类作文及范文13**

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,

**英语书信类作文及范文14**

Dear Peter,

I\'m glad to receive your know you are planning to come to China by you last letter,so I want to invite you to visit the \'\'agritainment\'\'.

\'\'Agritainment\'\' is very popular in my hometown and I think it should be a must for you to experience after you you can feel the truly countryside life and get closer to are so many plants,such as flowers,trees and so fresh air and clear river will make you comfortable and you like,you also can go to the mountion to pick some fuits or wild vegetables by believe that eating the vegetables and food by yourself,it\'s a amusing feeling.

I hope you can go to the agritainment with am looking forward your coming.

Yours,

Li Hua

**英语书信类作文及范文15**

Dear Mr Sze,

The 20th Taiwan Chinese Calligraphy Competition, organized by the Good Hope Association and Modern Trade Ltd., will accept entries from 3 March to 15 April 20xx

As a renowned expert in Chinese calligraphy, you are cordially invited to present as a member of our panel of judges. We would also like to invite you to give away the prizes at the prize presentation ceremony, and to deliver a speech to the audience.

Details of the Competition are as follows:

To help raise the standard of Chinese calligraphy among primary and middle school students, and to arouse their interest in traditional Chinese culture.

Primary Division:students of Primary 6 or below. Junior Middle School Division: students of 14 to 16. Senior Middle School Division: students of 16 or above

procedures:

First-stage selection by respective schools, second-stage selection and final decisions by the Panel of Judges.

of prize presentation ceremony:

15 July 20xx (tentative; details to follow)

I would appreciate it if you would give me a reply at your earliest convenience so that the necessary arrangements can be made soon without delay. In case of queries, please do not hesitate to contact me at 24088507 during office hours. Thank you.

Yours sincerely.

×××

**英语书信类作文及范文16**

Dear hendmaster,

I am a senior student of our school. I’d like to say something about the canteen service in our school.

In general, the service is satisfactory. The hall is clean and tidy. The dishes look inviting and taste delicious as well. What’s more, the workers there treat us as their friends, which makes us feel very happy.

However, we feel the price of the meals is a little too high. Besides, we can only have a limited variety of dishes with little change every week. In addition, we often have to stand in line for a long time before we can get the meal. You could understand how precious time is to us students. Therefore, may I suggest something be done to solve the problems so that we can all enjoy our meals at school?

Thanks for your consideration.

Sincerely yours,

Li Hua

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