# 英语作文电子邮件格式范文(热门9篇)

来源：网络 作者：七色彩虹 更新时间：2025-07-13

*英语作文电子邮件格式范文1My dear father, my college career has just begun. One day in school, there are many clubs. I take part in t...*

**英语作文电子邮件格式范文1**

My dear father, my college career has just begun. One day in school, there are many clubs. I take part in the morning exercises of Martial Arts Association every day.

So don\'t worry about my body. The school curriculum is not very full. I have plenty of spare time on weekends.

I will go out to work with my classmates or play your son\'s in the park.

中文翻译：

敬爱的父亲大学生涯才刚刚开始，一天的学校，有很多社团，我每天都参加武术协会的早，所以不用担心我的身体学校课程不是很满，周末的课余时间很充裕，我会和同学们出去兼职，或者在公园里玩你儿子的游戏。

**英语作文电子邮件格式范文2**

广州市索爱数码科技有限公司，是一家专注于数码MP3、PMP、数字视盘播放机研发、制造与销售的综合型高科技企业。公司以数码、数字视听产品为主产业群，同时向笔记本电脑、电脑(电视)一体机、数码学习机、数码照相机及手机等领域扩张发展。

前者是民族品牌，后者为跨国公司索尼和爱立信的合资品牌，双方有商标之争。索爱品牌的目标消费群定位于追求高品质生活的时尚年轻人群，以“创新、时尚、活力”为品牌内涵，以“首创与鼓舞人心(Initial & Inspire，简称I&I)为产品的研发方针，致力于为消费者提供高素质、高性价比的商品与服务，使索爱数码产品成为现代高品质生活的代名词，最终提高人们的生活品质。

索爱高层通过对全球数码领域的长期跟踪研究，制定了索爱在中国市场的长期发展战略，计划通过在研发、市场及品牌方面的巨额持续投入，使索爱在未来三年内成为国内数码领域的领导品牌。

**英语作文电子邮件格式范文3**

Dear Sue,

I’m Li Hua, one of your students in China. It’s almost a month since you left us. We all miss you and are very grateful for what you did for us.

We are busy as usual. We had an English speech contest the other day. I won the first prize! This again reminds me of all your kind help. Do you still remember the trees we planted together on the hill behind the school? Yesterday, we went there and watered them. The tree you planted yourself is growing well, and the whole class decided to name it Sue Wood. Will you come back to see Sue Wood?

How is everything with you lately? We hope to know more about you and your American students. Hope to keep in close touch.

All the best.

Yours，

Li Hua

**英语作文电子邮件格式范文4**

Dear Linda,

Thank you for your email. Let me introduce you about my school. I study at Middle School. Our school is big and modern. It takes me half an hour to get to school by bus every day. I am never late for school. My classroom is on the ground. We usually do morning exercises first. The lessons statr at 8. My classmates are all very nice. We chat with each other in our free to our school.

Sally

**英语作文电子邮件格式范文5**

第一行顶格写你所要发邮件的对象，例如：Dear Mike。另起一段顶格写问候语,如最近怎么样等等。例如：How are you？再另起一段，嵌入正文，就是你所要写的内容。根据你所写的内容，可自行编排多个段落。最后两行顶格写署名：一行写形容词，如你挚爱的等等；一行写自己的名字。

Dear XXX,

How are you? It has been a long time since we last contacted each other.

How are you doing in University? Is it stressful? Mine is great. I feel more relaxed and we have more freedom now.

Next month, we will be holding a New Year celebration, which will also be our class reunion. I really hope that you will be able to attend. It will be a great chance for us to catch up with one another and I believe we will have a great time.

I will be anticipating you reply! Hope to see you soon.

Yours sincerely,

XXX

希望对你有帮助

**英语作文电子邮件格式范文6**

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.

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**英语作文电子邮件格式范文7**

——关于xx大学第三届研究生国际学术会议的通知

为了进一步营造科学研究氛围，开拓研究生国际学术视野，搭建研究生展示科研成果的平台，提升研究生研究能力、学术水平和国际交流能力，定于20xx年11月18-20日举办xx大学第三届研究生国际学术会议。现将有关事项通知如下：

一、组织机构

本次研究生国际学术会议由xx大学研究生院主办，国际教育学院等相关学院协办。成立第三届研究生国际学术会议组织委员会负责具体组织工作。组委会成员如下：

组 长：江 驹

副组长：刘丽琳 范祥涛 王亚彤

成 员：沈 星 黄金泉 赖际舟 刘少斌 左敦稳

汪 涛 葛红娟 刘友文 张 卓 李栗燕

屈雅红 刘长江 于 敏 王 箭

秘 书：张廷赟 沈 楠 郑珺子

二、会议时间

20xx年11月18日-20日

三、会议地点

中国x大学

四、投稿及评审时间安排

㈠征稿范围

本次国际学术会议征稿对象为xx大学硕、博士研究生(含留学生)、国内其他高校硕、博士研究生(含留学生)、国外研究生。

㈡投稿时间

国外研究生投稿时间为20xx年6月10日-8月31日

国内研究生(含留学研究生)投稿时间为20xx年6月10日-10月1日。

㈢投稿要求

1、本次学术会议论文投稿领域分航空宇航、机械、信息、材料、人文经管、其他共六大类。论文要求为原创研究成果，论文内容不涉密、不涉及政治与宗教问题。

2、本次学术会议以研究生提交英文论文、大会英文发言交流形式参会。所有未正式发表的论文均可投稿，长度不限。

**英语作文电子邮件格式范文8**

When we communicate with people, we can either write or email. In the past, when we had important things to tell someone, we usually wrote to them, but sometimes we didn\'t do it by sending e-mail. The advantage of a letter is that it is more formal and easier to express our emotions.

However, it may take longer. On the other hand, an e-mail arrives quickly and is economically convenient and completely free, but e-mail is often short and informal.

中文翻译：

，：现在与人交流时，我们既可以写信，也可以发电子邮件，以前我们有重要事情要告诉某人时，我们通常会写信给他，但有时我们可能不会通过发送电子邮件来做到这一点。信件的优点是它更正式，更容易表达我们的情绪，然而，这可能需要更长的时间另一方面，一封电子邮件到达的速度很快，而且在经济上很方便，完全免费，但是电子邮件往往是简短和非正式的。

**英语作文电子邮件格式范文9**

Dear all:

大家好!劳累了一周的工作，各位辛苦了!

为了营造轻松惬意的氛围，增添凝聚力，同时也让我们工作之余更加亲近，公司邀请各位伙伴们一同共进美味晚餐、共享欢唱时光，详细安排如下：

【事宜一】共进美味晚餐

【时间】10月18日，周五，18:00-19:00

【地点】

【人物】全体员工

【事宜二】共享欢唱时光

【时间】10月18日，周五，19:00-21:00

【地点】

【人物】全体员工

亲爱的伙伴们，让我们欢聚在一起，我们的团队不能少了你!

人事行政部

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