# 英语书信格式范文:英文信要这样写嘛(共44篇)

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*英语书信格式范文:英文信要这样写嘛1Dear friends,I\'m awfully sorry to hear that a horrible and severe earthquake unexpectedly hit your hom...*

**英语书信格式范文:英文信要这样写嘛1**

Dear friends,

I\'m awfully sorry to hear that a horrible and severe earthquake unexpectedly hit your hometown. Faced with such a rarely-seen disaster, you remain so calm and strong-willed that we are all moved to tears. A friend in need is a friend indeed. Thinking about your present situation, we can not wait a minute to make every bit of our effort to help you. I, as the chairman of student union, on behalf of all my schoolmates, express our most sincere pity and care for you. Besides, we make a donation of 120 thousand yuan to you, expecting that it can help you go through the difficulty. A better hometown can be rebuilt. Therefore, never give up whatever happens. Remember we won\'t be far away when you need any help!

Yours Sincerely,

Li Hua

**英语书信格式范文:英文信要这样写嘛2**

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 As a major in English, I find that most of the books in English in the library are outdated.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 he got the first grade scholarship. And he also has got the title of the Excellent Graduate.

He is an enthusiastic and progressive young man with high potentiality. He is not only quick at learning but also good at solving difficult problems with logical mind. I am sure that it will benefit your company if he can work for your company. I strongly recommend him to your company.

Yours,

Wang Lin

范例2

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,

Li Hua

**英语书信格式范文:英文信要这样写嘛3**

Dear Mr. / Ms.，

This is to introduce Mr. Frank Jones, our new marketing specialist who will be in London from April 5 to mid April on business.

We shall appreciate any help you can give Mr. Jones and will always be happy to reciprocate.

Yours faithfully

尊敬的先生/小姐，

现向您推荐我们的市场专家弗兰克�6�1琼斯先生。他将因公务在四月15日到四月中旬期间停留伦敦。

我们将非常感谢您向琼斯先生提供的任何帮助，并非常高兴施以回报。

您诚挚的

**英语书信格式范文:英文信要这样写嘛4**

Dear John：

Hows everything with you ? Last week ,I heard from you and knew you are learning chinese

at training center .Here I may share something with you about it .

For one thing ,youd better practise what you learn at class in your daily life as much as possible .,such as ,watching tv ,listening to chinese music ,seeing film , the old saying goes ,practice makes better .

Meanwhile , try to make more chinese friends ,thus ,you will be familiar with chinese culture and history ,which will help you in chinese learning .

If anything I can do for you ,please let me know .

Enclosed is a chinese dictionary ,which is a good helper ,I believe .

Yours

wanglin

**英语书信格式范文:英文信要这样写嘛5**

Dear,

Thank you for your letter of 26 January. I apologize for the delivery problems you had with us last month. I have had a meeting with our production and shipping managers to work out a better system for handling your account .We know we made a mistake on your last order . Although we replaced it for you. we want to make sure it does not happen again. We have devised the enclosed checklist to use for each of your future order. It includes your firm\'s particular specifications, packing requirements and marking instructions. I believe can service your company better and help you operations run more smoothly with this safeguard. Please contact us if there are any additional points you would like us to include.

Truly yours

**英语书信格式范文:英文信要这样写嘛6**

Dear

I‘d like to share my experience of learning English with \'ve just become a high school student and I am not good at i had a really hard time learning high school,i gradually recognized the importance of learning English and really want to learn it i asked my teachers and classmates for am so happy that they are all friendly and gave me some really helpful suggestions,for example,listening english program and reading english found that there are so many interesting ways to learn english and now i become more and more interested in believe i can do well in english in high school now.

yours,

regards.

**英语书信格式范文:英文信要这样写嘛7**

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

**英语书信格式范文:英文信要这样写嘛8**

Dear Laura,

Hearing this news,I am also very happy for you. I know you are very satisfied with that village,and the environment is really good. The traffic is so convenient that you can save a lot of time. It isnear the school for children. I think it very good to live there. We will attend your party on time.

Yours,

Lynn

**英语书信格式范文:英文信要这样写嘛9**

(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

**英语书信格式范文:英文信要这样写嘛10**

Dear my friend,

I am your classmate XXX. I heard that you stay, I specifically wrote a letter to condolences to you. Better condition you do? Very lonely staying in the hospital now! Read the letter I wrote you, I did want to go to the hospital to see you, I do not know which hospital you can tell me? These days you do not, we would like you, drop the class up as soon as possible, the sixth-grade class can not be charged. Would like you a speedy recovery and come back to school safely.

I heard you have to do surgery, you cheer in this fuel, is ready to you as soon as possible and our operation is successful reunion.

I wish you a speedy recovery and return as soon as possible.

Truly yours

**英语书信格式范文:英文信要这样写嘛11**

June 23, 20\_ Dear Xiao Wang,

I’m very glad to learn that you’re going to visit me during the week-long holiday. My parents will also be happy to see you again. I am sure you will enjoy every minute here.

I have arranged our schedule for the holiday as follows. On the first day you arrive, I’ll show you around our campus. On the second day, we’ll visit the art gallery and the music hall. Next day, we’ll climb a hill in the northeastern part of the city. On the top of the hill, we can have a wonderful bird’s eye view of the city. During the next

three days, we’ll make some short trips to some places of interest nearby, such as the Swan Cave, the Golden Lake, etc. On the last day, I’ll see you off at the railway station.

Please remember to call and tell me your train number and time of arrival so that I can meet you at the railway station. By the way, it’s very hot here and we have a lot of sunshine, so don’t forget to wear you sunglasses.

I’m looking forward to seeing you soon.

Sincerely yours,

Zhang Ying

**英语书信格式范文:英文信要这样写嘛12**

Dear,

How was I to know that you were watching me sleep? I awoke to see you laying there and just then, you smiled and said hi and that just melted me. I wish with all of my heart that I could wake to your beautiful eyes for the rest of my hated to leave but as I have told you, I left a big part of me with you. It is yours now so, take care and tread lightly. I wish that I could be with you now as you face so many struggles, but know that I am there in spirit and am praying for everything to work out for you. No matter where this life takes us, together or not, know that you and your girls will always be in my heart and ^v^my favorite.^v^ Love always,Amanda

Truly yours

**英语书信格式范文:英文信要这样写嘛13**

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

**英语书信格式范文:英文信要这样写嘛14**

20 June 20\_

Dear Sir,

I noticed an ad. In the paper today you said you were looking for people to join your expedition team. It sounded as if it might be fun so I\'m writing to say I\'d like to come along.

About myself: I left school at 16 because I wanted to earn a bit of money. After that I got a few part-time jobs as a waiter, etc. But I didn\'t stick to any of them for long. Recently I\'ve been doing a bit of hitch-hiking round Europe so I\'ve had some experience of traveling the hard way which should come in handy on the expedition you\'re planning. By the way, I\'m a great guitarist so I can keep you all amused round the campfire at night.

Let me know when I can call in for a chat about dates and other details, etc.

Yours,

David Smith

**英语书信格式范文:英文信要这样写嘛15**

Dear,

Disney movies always catch my attention. Recently, the animation movieBeauty and The Beast will be brought to the screen again, but this time, thereal actors play the classic movie. Though I have seen the animation, I am stilllook forward to the new one. The beautiful heroine Bell is my favoritecharacter. I love her kindness and she is a good girl.

Truly yours

**英语书信格式范文:英文信要这样写嘛16**

Dear Laura,

This is exciting news. Congratulations to you. I believe that new home will bring you a better livingenvironment,and make your whole family more laughter. If there\'s anything I can do,please tellme. I will do my utmost to help you. My wife and I will attend the party on time.

Yours,

Lynn

**英语书信格式范文:英文信要这样写嘛17**

Directions:

Suppose you won a translation contest and your friend, Jack, wrote an email to congratulate you and ask for advice on translation. Write him a reply to

1) thank him, and

2) give advice.

You should write neatly on the ANSWER SHEET.

Do notsign your own name at the end of the text. Use “Li Ming” instead.

Do notwrite the address.(10 points)

Truly yours

**英语书信格式范文:英文信要这样写嘛18**

Leaders, Members:

My name is Liyuanyuan. I\'m a boy and I am 12 yeas old, there are 4 people in my family. My father is a Chemistry teacher. He teaches chemistry in Zhengxin senior high school.

My mother is a Chinese teacher. She teaches Chinese in the university. I have an elder brother; he is a junior middle school student and is preparing for the entrance exam.

I\'m tall and I have a pair of big eyes. Now, I am in Grade 5, my study is not very good, but I like English, so my English is better than others.

I like singing, drawing, playing basketball. I like to read English story books in my free time. Sometimes I surf the Internet and download the English study materials. Because it also enlarges my vocabulary words. I think one day I can master English. Thank you.

Truly yours

**英语书信格式范文:英文信要这样写嘛19**

Dear Mr Smith,

I was so pleased to hear from you and I am writing to tell you something about my school.

You are a few changes have taken place one side of the road there\'s a new classroom building. On the other side,where the playground used to be,now stands another new building-our it there are all kinds of books,newspapers and playground is now in front of the have also planted a lot of trees in and around the hope you come and see for yourself （亲自） some day.

Best wishes,

Yours,

Li Hua

**英语书信格式范文:英文信要这样写嘛20**

(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：

**英语书信格式范文:英文信要这样写嘛21**

介绍信分私人介绍信和正式介绍信两种。私人介绍信是写信人向自己的亲友介绍第三者，语气比较随便，格式也不讲究。正式介绍信则是写信人因公把自己的同事或业务关系介绍给某单位或个人。这种介绍信，语言和格式比较规范、严谨。

(1)介绍信写作方法

① 首段

② 主体: 说明事由，并且请求对介绍人提供帮助；

③ 尾段: 要提前表示感谢

\* 公函对收信人的称呼一般以To Whom It May Concern或Dear Sir/Madam开头，私人介绍信可以直呼收信人的名字。

(2) 写作流程图

第一部分：说明写信的目的

套语：

(1) 我写信是要报告…….。

I am writing to report……..

(2) 我可以向您介绍…….吗？

May I introduce ……

(3) 很高兴向您介绍我们纺织部的经理王有先生。

I am pleased to introduce Mr. Wang You, our manager of Textile Department.

(4) 请允许我向您介绍持信人，杨菲小姐。她是我好友的女儿。她将去您所在的城市学习到这个月月底。

Allow me to introduce to you the bearer, Miss Yang Fei, daughter of an intimate friend of mine, who is going to your city to study toward the end of this month.

第二部分：介绍具体事由

套语： 无

第三部分：表示谢意，期盼回复

套语：

(1) 我十分感激您对杨菲的照顾，我想杨菲也是一样。

I’ll really appreciate any kindness you can show her, and I know Yang Fei herself will, too.

(2) 如果你能出手相助，你将帮我一个大忙，谨致谢忱。

I shall consider it a great favor if you will kindly give me a helping hand. Thank you in advance.

(3) 我对此事给您带来的不便深表歉意，期待您的回复。

I must apologize for any inconvenience caused and look forward to hearing from you.

范文示例

例1 正式介绍信

To Whom It May Concern,

The bearer of this letter, Mr. Lee Graham, has for several years been interested in organizing camps for boys who can afford to spend only a small amount on their summer vacations. As he is considering locations for camps in Grass Mountain, I suggested that you were the man to help him, for you know every nook and corner of the place（你对该地十分熟悉）.

I shall be happy if you can assist Mr. Graham in any way. He is a find man and has a most worthwhile job on his hands.

Yours very truly,

X X X

例2 私人介绍信

July 30, 2025

Dear John,

My former roommate at college, Mark Chen, will be in Paris next month to study comparative literature under a scholarship. As you know, I’ve often wanted you two to meet, and this seems like an excellent opportunity.

Although Mark is a very serious student, he is one of the wittiest men I know—a good conversationalist in both French and English.

I’ve asked him to give you a call since he has no definite address as yet. I know how busy you are with your work, so please do not regard this as an obligation. But if you have any free time, do show Mark around a bit. I would never have taken this liberty had I not been sure you would enjoy the meeting.

I’ll really appreciate any kindness you can show him, and I know Mark himself will too.

Sincerely,

Charles

写作练习

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