# 英语书信格式范文:英文信要这样写吗(7篇)

来源：网络 作者：心上人间 更新时间：2025-07-07

*英语书信格式范文:英文信要这样写吗120 June 20\_Dear Sir,I noticed an ad. In the paper today you said you were looking for people to join y...*

**英语书信格式范文:英文信要这样写吗1**

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:英文信要这样写吗2**

21 June 20\_

Dear Mary,

Thanks for your last letter. Im so glad that you have been able (at last! ) to arrange a holiday in Australia. As I fear I wont 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.

**英语书信格式范文:英文信要这样写吗3**

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

**英语书信格式范文:英文信要这样写吗4**

Dear Sir or Madam:

With reference to your letter on like to ,first of all,convey my deepest appreciation to your offering me the position of manager assistant in your i am more than delighted and honored to gain your trust and assignment.

However,i have to decline this unexpected offer whih all unwillingness, which mainly results from an abrupt change in my schedule. when i applied for the position a week ago , i aslo sent an application to cloumbia University, for i hadnt yet made up my nind whether to start work afger graduation this month . What a coincidence ! i got the adminttance to the graduate school of English literrature in Columbia University the same day i received your letter. Weighing the pros and cons for an entire night ,i determine to seize the changce for further study abroad.

With my earnest apology, i do hop you can pay me due understanding and forgiveness for turning down your offer. in closing ,may your company have great prospects and enjoy extensive popularity.

yours sincerely.

Sally

**英语书信格式范文:英文信要这样写吗5**

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:英文信要这样写吗6**

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:英文信要这样写吗7**

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

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