# 高考英语书信格式范文(热门9篇)

来源：网络 作者：玄霄绝艳 更新时间：2025-07-09

*高考英语书信格式范文1Dear \_\_\_\_\_\_ ，①I am writing to extend my sincere gratitude for \_\_\_\_\_\_(感谢的原因). ②If it had not been for your ass...*

**高考英语书信格式范文1**

Dear \_\_\_\_\_\_ ，

①I am writing to extend my sincere gratitude for \_\_\_\_\_\_(感谢的原因). ②If it had not been for your assistance in \_\_\_\_\_\_(对方给予的具体帮助)， I fear that I would have been \_\_\_\_\_\_(没有对方帮助时的后果).

③Every one agrees that it was you who \_\_\_\_\_\_(给出细节).

④Again， I would like to express my warm thanks to you! Please accept my gratitude.

Yours sincerely，

Li Hua

**高考英语书信格式范文2**

>询问信

Dear \_\_\_\_\_\_ ，

①I am \_\_\_\_\_\_(自我介绍). ②I am writing to see if it is possible for you to provide me with information regarding \_\_\_\_\_\_(要询问的内容).

③First of all， what are \_\_\_\_\_\_(第一个问题)? ④Secondly， when will \_\_\_\_\_\_(第二个问题)? ⑤Thirdly， is \_\_\_\_\_\_(第三个问题)?

⑥I would also like to inquire \_\_\_\_\_\_(将最重要的问题单成段). ⑦Could you be so kind as to send me some relevant booklets on the above-mentioned aspects?

⑧Thank you for you kindness， and your prompt attention to this letter will be highly appreciated.

Yours sincerely，

Li Ming

>请求信

Dear \_\_\_\_\_\_ ，

①I am writing to formally request to \_\_\_\_\_\_(请求的内容).

②The reason for \_\_\_\_\_\_is that \_\_\_\_\_\_(给出原因). ③I \_\_\_\_\_\_ ， so I \_\_\_\_\_\_(给出细节).

④I would also like to request \_\_\_\_\_\_(提出进一步的要求). ⑤I am sorry for any inconvenience I have caused.

⑥Thank you for your attention to these requests. ⑦If you have any questions， do not hesitate to contact me at \_\_\_\_\_\_(电话号码). ⑧I look forward to a favorable reply.

Yours sincerely，

Li Ming

>祝贺信

Dear \_\_\_\_\_\_ ，

①I have learned with delight that you \_\_\_\_\_\_(祝贺事由). ②I would like to extend to you my utmost congratulations on \_\_\_\_\_\_. ③You must be \_\_\_\_\_\_. ④And I feel very happy for you.

⑤ \_\_\_\_\_\_(所取得的成绩)is quite exciting news! ⑥I know this is surely owing to \_\_\_\_\_\_(被祝贺人过去的努力).⑦It is a reward you richly deserve for your \_\_\_\_\_\_(被祝贺人的优点).

⑧Kindly let me know when you \_\_\_\_\_\_(咨询对方何时有空).⑨I hope \_\_\_\_\_\_(表达自己的愿望). ⑩My best wishes for your further success.

Yours sincerely，

Li Ming

>推荐信

Dear \_\_\_\_\_\_ ，

①It affords me much pleasure to recommend \_\_\_\_\_\_(要推荐的人)to you.②During his/her graduate years he/she was my \_\_\_\_\_\_ . ③As his/her \_\_\_\_\_\_ I found him/her \_\_\_\_\_\_(介绍与此人的关系).

④His/Her performance in the school years was outstanding. ⑤First， he/she had been and showed great talents in \_\_\_\_\_\_ . ⑥In addition， he/she has a very pleasant personality. ⑦He has developed a strong sense of \_\_\_\_\_\_， and working with him is always. ⑧I can state that he/she has all the qualities of being \_\_\_\_\_\_.(介绍此人的能力)

⑨Therefore， I here recommend him/her to you with all my heart. ⑩Should you favor him/her with a position in your company/Should you accept him/her in your university?I am sure that his/her future conduct/academic work will prove worthy of your confidence. I look forward to hearing from you at the earliest possible moment.

Yours sincerely，

Li Ming

>投诉信

Dear \_\_\_\_\_\_，

①I am \_\_\_\_\_\_(自我介绍). ②I feel bad to trouble you but I am afraid that I have to make a complaint about.

③The reason for my dissatisfaction is \_\_\_\_\_\_(总体介绍). ④In the first place， \_\_\_\_\_\_(抱怨的第一个方面). ⑤In addition， \_\_\_\_\_\_(抱怨的第二个方面). ⑥Under these circumstances， I find it \_\_\_\_\_\_(感觉)to\_\_\_\_\_\_(抱怨的方面给你带来的后果).

⑦I appreciate it very much if you could \_\_\_\_\_\_(提出建议和请求)， preferably \_\_\_\_\_\_(进一步的要求)， and I would like to have this matter settled by \_\_\_\_\_\_(设定解决事情最后期限). ⑧Thank you for your consideration and I will be looking forward to your reply.

>建议信

Dear \_\_\_\_\_\_，

①You have asked me for my advice with regard to \_\_\_\_\_\_ ， and I will try to make some conductive suggestions here.

②In my humble opinion， you would be wise to take the following actions: \_\_\_\_\_\_(建议的内容).

③I hope you will find these proposals useful， and I would be ready to discuss this matter with you to further details.

Yours sincerely，

Li Ming

>邀请信

Dear \_\_\_\_\_\_ ，

①There will be a \_\_\_\_\_\_(内容)at/in \_\_\_\_\_\_(地点)on \_\_\_\_\_\_(时间). ②We would be honored to have you there with us.

③The occasion will start at \_\_\_\_\_\_(具体时间). ④This will be followed by a \_\_\_\_\_\_(进一步的安排). ⑤At around \_\_\_\_\_\_(时间)， \_\_\_\_\_\_(另一个安排).

⑥I really hope you can make it. ⑦RSVP before \_\_\_\_\_\_(通知你的最后期限).

Yours sincerely，

Li Ming

>道歉信

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 appologies and understand my situation.

Yours sincerely，

Li Ming

>感谢信

Dear \_\_\_\_\_\_ ，

①I am writing to extend my sincere gratitude for \_\_\_\_\_\_(感谢的原因). ②If it had not been for your assistance in \_\_\_\_\_\_(对方给予的具体帮助)， I fear that I would have been \_\_\_\_\_\_(没有对方帮助时的后果).

③Every one agrees that it was you who \_\_\_\_\_\_(给出细节).

④Again， I would like to express my warm thanks to you! Please accept my gratitude.

Yours sincerely，

Li Ming

**高考英语书信格式范文3**

(1) 写作方法

①首段：注意客观礼貌

a. 自我介绍；

b. 引出投诉内容

c. 表明目的要求。

② 主体：展开说明投诉原因、具体理由或后果，注意内容充实，符合交际习惯。

③ 尾段：提出解决方案，不用展开，注意公平公正、礼貌原则。

(2) 写作流程图

第一部分：提出抱怨并表示遗憾

套语：

(1) 很抱歉打扰您，但我必须郑重提出投诉。

I am sorry to trouble you but I am afraid that I have to make a serious complaint.

(2) 我很遗憾地告诉你投诉有关…….的事由。

I am sorry to tell you that there should be cause to complain about …

(3) 我真的很讨厌抱怨，但最近有一件事情确实令人烦心。

I really hate to complain, but one thing is really disturbing now.

第二部分：阐述问题发生的经过

套语：无

第三部分：指出问题引起的后果

套语：

(1) 噪音影响我的睡眠，使得我在上班时间无法集中精力。结果这些天我已经搞错了好几次

The noise disturbs my sleep so that I can’t concentrate on my work during the work time, and as a result, I have made several mistakes these days.

(2) 在这样（嘈杂）环境下我无法进行研究，我需要一间安静的房间。

For me this environment is very difficult to make studies and I need a quiet room.

第四部分：提出批评及处理的意见或敦促对方采取措施

套语：

(1) 我认为是你认识到……的时候了。

I think it’s high time that you realized ….

(2) 我们深知你们并不经常出错，但我们希望能确保这类差错不再发生。

We know that you are not generally careless, but we should like your assurance that this will not happen again.

(3) 我必须正告贵方，除非对目前状况采取措施，否则我将被迫诉诸法律。

I must warn you that unless you do something about the situation, I will be forced to take legal action.

(4) 坦率地所，我不再准备忍受这种状况。

Frankly, I am not prepared to put up with the situation any more.

(5) 如果您能尽快调查此事，我将不胜感激。期待您尽快回复。

I would be very grateful if you could look into the matter as soon as possible. And I am looking forward to an early reply.

练一练

Directions: For this part, you are allowed 30 minutes to write a composition on the topic A Letter to the University President about the Library Service on Campus. You should write at least 120 words, and base your composition on the outline given below in Chinese:

假设你是李强，请你就本校图书馆的状况给校长写一封信，内容应涉及图书馆的藏书数量和更新状况、环境、服务等，可以是表扬，可以是批评建议，也可以兼而有之。

(1) 写作方法

① 首段：

② 主体：

③ 尾段：

(2) 写作流程图

说明写信的目的

介绍背景

询问详情

表示谢意，期盼回复

第一部分：说明写信的目的

套语：

(1) 我是……，暑期计划到贵校学习。

I am a …and planning to study in your university this summer.

(2) 我是一名中国学生，想到贵校学习。我计划下个学期开始上课，如果您能告知一些必要的信息，我将不胜感激。

I am a Chinese student who wishes to study at your university. My plan is to start my course from the next term, and I would be grateful if it’s so kind of you to give me some essential information.

(3) 我写信是要询问……

I’m writing to ask if …

第二部分：介绍背景

套语：

(1) 我获得 ……高校的……学士学位。毕业后便开始在……工作。

I received a Bachelor of …degree in…After graduation, I began working….

(2) 是我的朋友建议我写这封信的 。他去年毕业于贵校，热情地向我推荐贵校。

I am writing at the suggestion of a friend who graduated from your university last year and has warmly recommended it to me.

(3) 我已经取得了生物学学士学位，并希望能在贵校继续学习。

I have had a bachelor’s degree in biology and wish to continue my study at your university.

第三部分：询问详情

套语：

(1) 您能向我介绍一下贵校的……情况吗？

Could you please tell me something about your …?

(2) 能否寄给我一份申请表及与申请有关的其他必要的材料？

Would you please send me an application form and other materials necessary for my application?

(3) 您能尽快告知这些信息并邮寄给我相关表格吗？非常感谢！

Would you please send me all the information and the forms as soon as possible? Thank you very much.

(4) 如果你能告诉我那些必须经过的程序，我将不胜感激。

I would be much obliged to you if you let me know the procedures I have to go through.

第四部分：表示谢意，期盼回复

套语：

(1) 很抱歉打扰您，对您的友善帮助不胜感激。

Sorry to bother you, your kind help would be greatly appreciated.

(2) 如果您能回复，我将感激不尽。

I will appreciate it very much if you can give me a reply.

练一练

Directions: For this part, you are allowed 30 minutes to write a composition on the topic A Letter of Inquiry of Applying for an English Club. You should write at least 120 words, and base your composition on the outline given below in Chinese:

假设你是王梅，就申请加入英语俱乐部给俱乐部负责人写一封信，内容应涉及自己的基本情况，并咨询相关事宜，如入会方式、条件、会费、活动等。

**高考英语书信格式范文4**

Dear Uncle，

亲爱的叔叔:

How are you?

您好!

Next week an English speaking contest will be heldin the city. A classmate of mine and I will take partin it on behalf of my school. I am excited but alsomervous， because it is a good chance to improve myEnglish. But I have no experience. Although I havebeen preparing for the contest， I am still notconfident. As an expert in English， what would youadvise me to prepare for the contest?

下周市里举办英语演讲比赛，我和一位同学将代表学校参加比赛。我感到既兴奋又紧张，因为这是一个提高英语的好机会。但我没有经验。我一直在为比赛做准备，可仍然没有把握。作为一个英语专家，您建议我为比赛准备些什么呢?

I plan to pay a visit to you this Saturday morning. I wonder whether you will be free then. Ifnot， could you tell me the time that is convenient for you? I am eager to get yourinstruction. I will appreciate any of your help.

我打算这周六上午去您家，我想知道到时您是否有空。如果没空，能告诉我您什么时候方便吗?我渴望得到您的指导，我会非常感激您的帮助。

Your niece，

您的侄女

Yang Mei

**高考英语书信格式范文5**

Dear friend，

亲爱的朋友，

Hello， I\'m your new friend. My name is Bob. I\'m fifteen. I\'m American. I live in New York.

你好，我是你的新朋友。我的名字叫鲍勃，我十五岁，是美国人，我住在纽约。

I am a middle school student. I\'m good at maths. It is very interesting. My favourite sport is basketball. And I am not only a basketball fan but also a good player. I like music. My friend and I often sing pop songs together.

我是一个初中生，我擅长数学，它很有趣。我最喜欢的运动是篮球，我不仅仅是一个篮球迷，也是一个很好的选手。我喜欢音乐，我经常跟我的朋友一起唱流行歌曲。

After school， I am interested in getting on-line. I have known a lot about China from the Internet. Now I am learning Chinese. I hope I will visit your country one day.

Please write to me and tell me something about your life. I am looking forward to hearing from you.

请给我回信说说你的生活吧，我期待着你的来信。

Yours，

你的，

Bob

**高考英语书信格式范文6**

Dear Dick，

How nice to hear from you again！ You want to knowwhat is going on in schools in china. In short， thingshavebegun to improve since we called on school toreduce learning load. I don’t know about the others，but I used to have to do works even on weekends bydoing endless homework and attending classes aswell. Now， I have more free time. I can follow myown interests， such as reading books， visitingmuseums， and taking computer lessons. In the evenings， I can watch news on TV or readnewspapers. What’s more， I can go to bed earlier. As far as I know， everyone is happy about thenew arrangement of things.

Best wishes！

yours，

Li Hua

**高考英语书信格式范文7**

Dear Mercy,

How is everything going! Last time you said you are anxious now because you find it hard to learn English well. Don’t worry. I think you have to improve your English step by step. And I will right behind you. In my view, you should develop you interest on English first. According to my experience, I think watching English movie, listen to some wonderful English songs and talk in English on the Internet would be helpful. Secondly, you have to prepare lessons before class that will help you understand what the teacher says in the class. I know you feel bored in the class, but you have force yourself to be concentrated. A few days later you will feel it a little easy to learn English. The left steps I will tell next time. By the way, we have not seen each other since your family move to Hunan a year ago. Have you ever thought about going back to visit me and learn English together in the coming Summer vacation. Looking forward to your reply.

Best wishes,

**高考英语书信格式范文8**

>询问信

Dear \_\_\_\_\_\_ ，

①I am \_\_\_\_\_\_(自我介绍). ②I am writing to see if it is possible for you to provide me with information regarding \_\_\_\_\_\_(要询问的内容).

③First of all， what are \_\_\_\_\_\_(第一个问题)? ④Secondly， when will \_\_\_\_\_\_(第二个问题)? ⑤Thirdly， is \_\_\_\_\_\_(第三个问题)?

⑥I would also like to inquire \_\_\_\_\_\_(将最重要的问题单成段). ⑦Could you be so kind as to send me some relevant booklets on the above-mentioned aspects?

⑧Thank you for you kindness， and your prompt attention to this letter will be highly appreciated.

Yours sincerely，

Li Ming

>请求信

Dear \_\_\_\_\_\_ ，

①I am writing to formally request to \_\_\_\_\_\_(请求的内容).

②The reason for \_\_\_\_\_\_is that \_\_\_\_\_\_(给出原因). ③I \_\_\_\_\_\_ ， so I \_\_\_\_\_\_(给出细节).

④I would also like to request \_\_\_\_\_\_(提出进一步的要求). ⑤I am sorry for any inconvenience I have caused.

⑥Thank you for your attention to these requests. ⑦If you have any questions， do not hesitate to contact me at \_\_\_\_\_\_(电话号码). ⑧I look forward to a favorable reply.

Yours sincerely，

Li Ming

>祝贺信

Dear \_\_\_\_\_\_ ，

①I have learned with delight that you \_\_\_\_\_\_(祝贺事由). ②I would like to extend to you my utmost congratulations on \_\_\_\_\_\_. ③You must be \_\_\_\_\_\_. ④And I feel very happy for you.

⑤ \_\_\_\_\_\_(所取得的成绩)is quite exciting news! ⑥I know this is surely owing to \_\_\_\_\_\_(被祝贺人过去的努力).⑦It is a reward you richly deserve for your \_\_\_\_\_\_(被祝贺人的优点).

⑧Kindly let me know when you \_\_\_\_\_\_(咨询对方何时有空).⑨I hope \_\_\_\_\_\_(表达自己的愿望). ⑩My best wishes for your further success.

Yours sincerely，

Li Ming

>推荐信

Dear \_\_\_\_\_\_ ，

①It affords me much pleasure to recommend \_\_\_\_\_\_(要推荐的人)to you.②During his/her graduate years he/she was my \_\_\_\_\_\_ . ③As his/her \_\_\_\_\_\_ I found him/her \_\_\_\_\_\_(介绍与此人的关系).

④His/Her performance in the school years was outstanding. ⑤First， he/she had been and showed great talents in \_\_\_\_\_\_ . ⑥In addition， he/she has a very pleasant personality. ⑦He has developed a strong sense of \_\_\_\_\_\_， and working with him is always. ⑧I can state that he/she has all the qualities of being \_\_\_\_\_\_.(介绍此人的能力)

⑨Therefore， I here recommend him/her to you with all my heart. ⑩Should you favor him/her with a position in your company/Should you accept him/her in your university?I am sure that his/her future conduct/academic work will prove worthy of your confidence. I look forward to hearing from you at the earliest possible moment.

Yours sincerely，

Li Ming

>投诉信

Dear \_\_\_\_\_\_，

①I am \_\_\_\_\_\_(自我介绍). ②I feel bad to trouble you but I am afraid that I have to make a complaint about.

③The reason for my dissatisfaction is \_\_\_\_\_\_(总体介绍). ④In the first place， \_\_\_\_\_\_(抱怨的第一个方面). ⑤In addition， \_\_\_\_\_\_(抱怨的第二个方面). ⑥Under these circumstances， I find it \_\_\_\_\_\_(感觉)to\_\_\_\_\_\_(抱怨的方面给你带来的后果).

⑦I appreciate it very much if you could \_\_\_\_\_\_(提出建议和请求)， preferably \_\_\_\_\_\_(进一步的要求)， and I would like to have this matter settled by \_\_\_\_\_\_(设定解决事情最后期限). ⑧Thank you for your consideration and I will be looking forward to your reply.

>建议信

Dear \_\_\_\_\_\_，

①You have asked me for my advice with regard to \_\_\_\_\_\_ ， and I will try to make some conductive suggestions here.

②In my humble opinion， you would be wise to take the following actions: \_\_\_\_\_\_(建议的内容).

③I hope you will find these proposals useful， and I would be ready to discuss this matter with you to further details.

Yours sincerely，

Li Ming

>邀请信

Dear \_\_\_\_\_\_ ，

①There will be a \_\_\_\_\_\_(内容)at/in \_\_\_\_\_\_(地点)on \_\_\_\_\_\_(时间). ②We would be honored to have you there with us.

③The occasion will start at \_\_\_\_\_\_(具体时间). ④This will be followed by a \_\_\_\_\_\_(进一步的安排). ⑤At around \_\_\_\_\_\_(时间)， \_\_\_\_\_\_(另一个安排).

⑥I really hope you can make it. ⑦RSVP before \_\_\_\_\_\_(通知你的最后期限).

Yours sincerely，

Li Ming

>道歉信

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 appologies and understand my situation.

Yours sincerely，

Li Ming

>感谢信

Dear \_\_\_\_\_\_ ，

①I am writing to extend my sincere gratitude for \_\_\_\_\_\_(感谢的原因). ②If it had not been for your assistance in \_\_\_\_\_\_(对方给予的具体帮助)， I fear that I would have been \_\_\_\_\_\_(没有对方帮助时的后果).

③Every one agrees that it was you who \_\_\_\_\_\_(给出细节).

④Again， I would like to express my warm thanks to you! Please accept my gratitude.

Yours sincerely，

Li Ming

>书信作文精华模板开头：

How nice to hear from you again.

很高兴再次收到你的回信

Let me tell you something about the activity.

让我告诉你一些关于这次活动的细节

I’m glad to have received your letter of Apr. 9th.[/color]

很高兴收到你在4月9号的来信

I’m pleased to hear that you’re coming to China for a visit.

很高兴得知你将来拜访中国

I’m writing to thank you for your help during my stay in America.

我正写这封信感谢我在美国你对我的帮助

>书信作文精华模板万能结尾：

With best wishes.

致以我诚挚的祝福

I’m looking forward to hearing from you.

期待您的回信

I’d appreciate it if you could reply earlier.

如果您能尽早回复我会万分感激

I sincerely hope this letter can draw your attention to the matter and I hope the problem mentioned above can solved as soon as possible。

我衷心希望这封信可以引起您的注意，并且也希望以上问题能够及早得到解决

相关书信文章 给爸爸的一封信百字五十字 给小四班家长朋友的一封信 给西部小朋友的一封信百字 英语老师致家长的一封信 致适龄儿童家长的一封信优秀 暑假写给家长一封信 为你提供柴里矿区学校致家长的一封信 致学子家长的一封信 致学生家长的一封信作文 第三周致家长一封信的作文 五一小长假告家长一封信 写给你的一封信 学校致学前班学生家长一封信 致高一新生家长的一封信 小学致学前班家长的一封信 保险公司致学生家长的一封信

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**高考英语书信格式范文9**

is it going?最近怎么样?

am glad to receive your letter.很高兴收到你的来信。

am looking forward to receiving your letter.我期待着你的来信。

you in advance.提前谢谢你。

wirte to me as soon as possible.请尽快回信

luck |Best wishes.祝你好运

7.对…有害do harm to/be harmful to/be detrimental to

8.对…观点因人而异Views on…vary from person to person

9.把时间和精力放在…上focus time and energy on…

10.缓解压力/减轻负担relievestress/ burden

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