# 英语书信格式范文真实的(必备50篇)

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*英语书信格式范文真实的1感谢信的写法没有固定的格式，目的是为他人给予自己的帮助、安慰、款待以及赠送礼物等而表示感谢。感谢信最主要的特点是真诚。缺乏真挚的感情答谢他人，收信人将对你的谢意产生怀疑，感谢的目的也就失去了。因此，写感谢信首先得真心...*

**英语书信格式范文真实的1**

感谢信的写法没有固定的格式，目的是为他人给予自己的帮助、安慰、款待以及赠送礼物等而表示感谢。感谢信最主要的特点是真诚。缺乏真挚的感情答谢他人，收信人将对你的谢意产生怀疑，感谢的目的也就失去了。因此，写感谢信首先得真心诚意。感谢信另一个特点是具体。写感谢信切忌泛泛而谈，而应着重于具体的感谢事由。

感谢信常用措词有：

I am deeply grateful to you for your kind help.

I can never thank you enough for the favor you did.

I thank you from the bottom of my heart for your kindness.

I have no words to thank you enough.

Be please to accept my warmest thanks for the great kindness you have shown to me.

感谢信模板

Dear (1) ,

Thank you very much for (2)

.

Without your help (3)

.

(4)

. I appreciate it more than I can say.

Yours faithfully,

(5)

1． 称谓

2． 具体原因

3． 从反面说明

5．落款

范文示例：

例1

Dear Mr. Kelvin,

I feel I cannot let the occasion pass without writing a word of thanks for your very kind and acceptable thoughts in providing such a magnificent reunion dinner for us on the last Thursday evening.

I am sure that we all found the deliberations before the dinner extremely helpful, and I hope that your staff found the same.

We do hope that we will be able to build on the many friendships we made in Britain, and help to forge happy relationship between our two companies during future years.

Again with many thanks.

Sincerely yours,

Helen

例2

Dear Susan,

Now that I have become well enough to write, I want to express my sincere thanks not only to you, but also to your parents, for the kind treatment I received during my illness at your house.

I am afraid that my being ill must have given you a great deal of trouble, but I know your parents and you will forgive me for being a burden to you against my will. I hope it will be in my power some day to repay this great kindness, and I shall always remember it with feelings of the greatest gratitude.

Please give my best regards to your mamma and papa, and accept the same yourself from.

Your affectionate friend,

Frieda

写作练习

假设你叫李华，现是武汉大学的一名新生。请你根据以下提示，给你中学的英语老师李老师写一封感谢信，表达对他的爱戴和尊敬。

提示：1．对老师教学的评价2．回顾在校时你的心情3．对老师的理解和祝愿。

注意：词数100左右。信的开头已经写好，但不计入总词数。

**英语书信格式范文真实的2**

标准格式字母模型\_复习500字

尊敬的张老师:

由于今天下午纪律松懈，缺乏自我意识，我跳过了第五节和第六节的英语课。我惹老师生气了，于是我深刻反思，终于意识到自己的错误有多严重。

虽然只缺了两节英语课，但是缺席的就是这两节英语课。我不仅违反了学校纪律，伤了英语老师的心，还激怒了你，让你生气。最严重的是我破坏了班级的集体荣誉和纪律，黑化了班级，在师生中造成了非常恶劣的影响。

我已经是中学生了，应该已经到了不用担心被老师累到的年纪了。但是现在，因为我的懒惰和懈怠，我很惭愧错过了今天下午的英语课。英语老师努力为我们教书，但我因为懒惰而缺课。在宿舍偷懒让老师很生气。我意识到我犯了严重的错误。现在我郑重的回顾一下你的老师和你的英语老师，希望你能原谅我。我为我的逃学感到羞耻和抱歉，我承认我的错误。

老师，我向您保证，从今天开始，我会认真上课，不再随便逃课，不再违反学校和班级纪律，严格遵守学校规章制度，重新开始。老师，我深深体会到我现在所犯的错误，我永远不会忘记今天的事情。老师，对不起，我会严格遵守班级纪律，好好表现，努力改正错误，改变对老师和同学的印象。如果再犯，请老师重罚，请老师给我一个改正的机会，我一定会改掉纪律松弛的毛病。请看我的表现！

**英语书信格式范文真实的3**

Dear David

Thank you for your concern to Chinese government encourages use environment-friendly shopping bags. From June 1, 20\_, according to a new ban , shops and supermarkets are forbidden from offering free plastic bags to customers. Since then when people go shopping, they can only plastic bags from shops or supermarkets or use environment-friendly shopping bags. In order to encourage people to use environment-friendly shopping bags, many shops present shopping bags to customers.

As you know, people use plastic bags widely caused white pollution, which plastic shopping bags play an important role in our daily life. The ban of limit the use of plastic shopping bags will reduce the white pollution in China which is good to our living environment.

Looking firward your reply letter.

Yours

Li Hua

**英语书信格式范文真实的4**

Dear mother:

Hello

Dear mother, you have given me life, and my body has run through your blood. It is your milk, heart, blood, tears and sweat that have become the greatest liquid of human life and have nurtured me. It is you who feed mefroma hungry child to a primary school student.

Dear mother, there are many kinds of love in the world, but maternal love is the most selfless, sincere, broadest and most merciful. When praising the affection of human beings, you are the eternal theme. When you sing the sincere love of the world, your love is called the first love in the world. Selfless is your character, dedication is your feelings. You are the embodiment of goodness. You are a symbol of greatness. Everything beautiful in women is condensed in your image.

**英语书信格式范文真实的5**

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

**英语书信格式范文真实的6**

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

**英语书信格式范文真实的7**

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

**英语书信格式范文真实的8**

直到最后爆发，带着积蓄一整天的懒惰快了。“哗，哗，哗——”歇斯底里的大叫，像是我的眼泪。哭吧，哭总是好的，可庆幸至少还能在想哭的时候放纵自己，泪如雨下地放纵自己。面对前方不断涌来的迷茫，四周不断承受的咆哮已经出现了压抑，于是不停的撕扯，一次又一次的被真实的流言所侵蚀。触摸伤口的那种轻微的疼痛，使我确定，我在成长。眼泪只是对离别时刻的祭奠，只是在高中繁重的课业中寻找一种不固定的真实方式。用水彩洗完了，拖干眼角的泪痕，独自面对下一条未完成的路。我知道我的连续性和一如既往的坚持。在接银的员非常景下，抓着一罐啤酒走出便利店。然后像泄了气似的地摇晃着，当听到那平砰的一声时，只见那黄色的气泡便在外面静静地天长地久地喷涌着，已经溢出了手掌心，然而什么都抓住了，我们的青春。学着大人的样子，咽下一口，咽下去最后还回去。我想，我的表达一定和这啤酒的味道一样- -苦涩，极涩。但我还是得咽，因为我们往往没有选择。能决定的是把它放在扔在角落里的角落里，然后义无反顾地离开，留在堆黄一般的泡沫无力地在肮脏的水泥地上优雅地滴落，就像我们的梦，有时会变得一文不值。在生活中寻找麻醉的方法和机会。但终究难逃一死。所以，我总是鼓起勇气，出发。站在大楼顶层一动不动，那只是一声大叫。原始生命的力量，原始精神的声音，用水彩冲刷着在狂风呼啸的高空中弯曲的泄弃。此刻，痛苦的快乐的举动，是一颗真实的心。眼泪和微笑，才是自己真实而清晰。我，只是一个站在风中，不自觉的尿流下的纪念者。然后带着嘶哑的喉咙，继续我最初的理想。我一直知道，成长的道路布满荆棘，在痛苦与忍受中交替，倔强地微笑，悲伤地哭泣，还只是继续脚步，不愿停下来。因为，我想应该起来。

**英语书信格式范文真实的9**

Dear Editor,

I\'m writing to tell you about the discussion on whether an entrance fee should be charged for parks. Opinions vary from person to person on this issue.

50% of the students disagree with the idea of entrance fees. In their opinion, parks are public places where all the people can have a rest and enjoy themselves. So if an entrance fee is charged, some people will surely be kept away from the park. Besides, in order to charge entrance fees,gates and walls must be built. They think that it will do harm to the appearance of a city.

40% of the students agree with the idea of entrance fees, because the gardeners need to be paid and new plants and flowers need to be fees should be charged reasonably.

Yours truly,

XXX

**英语书信格式范文真实的10**

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.

×××

**英语书信格式范文真实的11**

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

**英语书信格式范文真实的12**

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

**英语书信格式范文真实的13**

Dear Frank,

I am writing this letter for the purpose of recommending one of my favorite book series to you, Harry Potter. This book series consist of seven books and they are all amazingly intriguing to readers.

The reasons for my recommendations are as follows. To being with, the book series tell a story of adventure about Harry potter and his friends fighting against the Dark Lord. It intends to tell us that love is powerful. Harry Potter is invincible because his mother Lily tried to save him by sacrificing her own life. Furthermore, the books are really exciting and cliff-hanging. The plots are well-designed, capturing our attention all along. Reading is of utmost importance for one’s life. A good book is our faithful friend.

I hope you can enjoy the reading. I am looking forward to your reply.

Yours,

Ken

**英语书信格式范文真实的14**

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

**英语书信格式范文真实的15**

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

**英语书信格式范文真实的16**

日常生活中，无论是亲朋好友毕业、晋升、获奖、开业、还是订婚、结婚、生日，都需要写上一封信表示祝贺。信中应表示为对方而高兴。祝贺信应当充满真诚和热情，收信人读后会感到喜悦和振奋。祝贺信既可以正式写，也可以随便写，具体视场合而定。对不太熟悉的朋友适合正式写，以表示礼貌和尊重；对熟悉的朋友则可以随便一些。但无论采用哪种方式，祝贺信必须表达由衷的感情，而且写信要及时。下面将具体举例说明：

范例1 祝贺毕业（ Congratulations on Graduation）

Dear Mrs. Taylor,

We hear that your son Paul has graduated from the notable M. I. T. with honors. You must be quite happy with his splendid accomplishment. He is doubtlessly a pride of your family.

We are very happy for you and wish to extend to you our utmost congratulations. I believe that the knowledge he has acquired will enable him to be successful in his future life.

With best wishes to his success and happiness.

Sincerely yours,

Mary

祝贺信模板

Date:

Dear\_\_\_\_\_\_\_ ,

(1) I have learned with delight that you\_\_\_\_\_\_. (1)获悉值得祝贺的消息，

说出祝贺事由

(2)I would like to extend to you my utmost (2)表达祝贺

congratulations on \_\_ \_\_.

(3) You must be very proud of your \_\_\_\_\_\_. (3)描述对方的心情

(4) And I feel very happy for you. (4)表达自己的心情

(5) \_\_\_\_ \_ is quite exciting news! (5)被祝贺人所取得的成绩

(6) You are really\_\_ . (6)对对方的赞美

(7) I know this is surely owing to\_\_ \_ .(7)对方取得成绩的原因 (8)It is a reward you richly deserve for your \_\_ . (8)对对方取得成绩的肯定，说出被祝贺人的优点

(9)With your\_\_\_ \_\_, I am sure that you will be (9) 被祝贺人的优秀品质，表达对对方的祝福

a success in whatever you undertake. (10)Kindly let me (10)咨询对方的情况和时间

know when you\_\_\_\_ \_.

(11) I hope\_ \_\_\_ (11)表达愿望

(12) My best wishes for your further success. (12)表达自己真诚的祝福 Sincerely yours, Signature

写作练习：

Directions: For this part, you are allowed 30 minutes to write a letter to a good friend

John, congratulating him on his admission to a famous university. You should write at least 120 words according to the outline given below in Chinese:

1. 对朋友进入大学表示祝贺

2．介绍大学生活和中学生活的异同

3．对如何成功地过好大学生活提出自己的建议

**英语书信格式范文真实的17**

Dear Mr. / Ms,

We are pleased to introduce Mr. Wang You, our import manager of Textiles Department. Mr. Wang is spending three weeks in your city to develop our business with chief manufactures and to make purchases of decorative fabrics for the coming season.

We shall be most grateful if you will introduce him to reliable manufacturers and give him any help or advice he may need.

Yours faithfully

**英语书信格式范文真实的18**

(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。

**英语书信格式范文真实的19**

Dear Sir:

My name is Raymond, I am writing to tell you something about your restaurant questions.

Last Saturday, I was going to your restaurant with my friends. We are very hungry, but when we order, your restaurant waiter But ignore our. So my friend was very angry. Besides, when the waiter come on .my friend ask her why ignore our, she is very aggressive for us and say you don’t see me I am very busy. So I do hope you can give your restaurant waiter have training about etiquette.

Thank you for your time and kind consideration.

Sincerely yours

Raymond

亲爱的先生:

我的名字叫Raymond, 我写信是要告诉你一些关于你们饭店的问题。

上个星期六， 我和我的朋友到你的餐厅用餐，我们很饿。但是当我们点餐时，你饭店里的服务员却不理我们。所以我的朋友很生气。除此之外，当你的服务员来的时候，我的朋友问她为什么不理我们时，她很凶的对我们说，你们没有看到我正在忙吗?所以我希望你能给你的饭店服务员座椅有关利益的训练。

我们我谢谢您的时间和仁慈的考虑。

你诚挚的

Raymond

**英语书信格式范文真实的20**

Dear Mr. Smith,

I am xxx, chairman of the Student Union, from Chenguang High School. I am very pleased to learn that you are coming to visit our school on June 26. I am writing to tell you what we have arranged for you.

In the morning, there will be a forum in the school auditorium, where visitors and students from our school will communicate with each other, talking about school life and cultural differences, At noon, you are invited to have lunch in our school cafeteria with students from our school. You can taste dumplings, noodles and other Chinese foods. In the afternoon, the students in our school will show you around the Haihe River .

How do you like the arrangements? I hope you’ll have a good time in Tianjin.

Yours sincerely,

xxx

**英语书信格式范文真实的21**

(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

**英语书信格式范文真实的22**

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 Id gone alone, I couldnt have seen nearly as much, because I wouldnt 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.

Ithink 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

**英语书信格式范文真实的23**

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

**英语书信格式范文真实的24**

Dear Mr/Ms,

I represent the W/P Electronics Company in Dallas, and will be in Kunming from next Monday to Friday, (October 5-9). I should like to call on you to discuss our new monitor. Would 0930 hours on Tuesday, October 6 be convenient?

I shall be in Beijing, at the Great Wall Hotel, from Tuesday, September 29, until

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