# 英语书信格式范文中文(10篇)

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*英语书信格式范文中文1Dear Mr. Smith,Congratulations on your firm’s recent(近来的) selection to design and print media advertisements ...*

**英语书信格式范文中文1**

Dear Mr. Smith,

Congratulations on your firm’s recent(近来的) selection to design and print media advertisements for the Beijing Municipal Government. We learned of your success at our convention in Shanghai last month.

We have long believed that the success of inpidual franchises is directly linked to the healthy growth of the industry(生产制造) at large. We can think of no better firm to help our industry achieve wide recognition than your company.

We have followed your success in promoting other associations(协会) such as soft drinks, snack foods and recycling. Your “Dream Vision20XX” ads for the bottling industry were both inspirational and effective in raising consumer awareness, and we look for similar positive responses(答复) to this business with the Beijing Municipal Government.

Again, accept our warm congratulations on your selection. We look forward to seeing the results of the survey you conducted(进行) during our convention.

Sincerely yours

Leonardo Chen

**英语书信格式范文中文2**

(1) 建议信写作注意事项

写作目的是提出建议或忠告。不是投诉信，观点要合情合理，注意礼貌当先。

(2) 写作方法

① 首段：

② 主体：

(3) 写作流程图

第一部分：说明写信的目的

套语：

(1) 来信收到，得知你下个月要对中国进行一次为期十天的访问，我建议……

I have received your letter saying that you plan to have a visit to China for ten days next month. I recommend that…

I am writing to you to present what I think on the further improvement of our hotel so as to establish a website of our own to attract more clients.

第二部分：介绍详情、说明原因

套语：无

第三部分：提出建议

套语：

我建议……

I’d like to suggest that…

May I suggest that…

In my opinion…

I would like to make a recommendation that…

I am writing to advise you of…

If I were you, I would…

第四部分：提出希望采纳建议，并表示谢意，盼望回复

套语：

(1) 对你就此事的关注不胜感激。

Thank you for your attention.

(2) 请仔细考虑我的建议，谢谢。

Please take good consideration of my advice. Thanks.

范文示例

Directions: For this part, you are allowed thirty minutes to write a letter. Suppose you are Zhang Ying. Write a letter to Xiao Wang, a schoolmate of yours who is going to visit you during the weeklong holiday. You should write at least 100 words according to the suggestions given below in Chinese.

1、表示欢迎。 2、提出对度假安排的建议。 3、提醒应注意的事项。

A Letter to a Schoolmate

Dear Xiao Wang,

I am very glad to know that you are soon coming to Beijing to join me in the summer holiday. I have been looking forward to your arrival.

Since you can stay in Beijing only for a week, I am afraid that you will have a tight schedule for visiting the numerous places of historic interest. My suggestion is that you first visit some famous places that you have the greatest interest in, such as the Palace Museum, the Summer Place, the Great Wall; then you can visit those places you think less important. I believe this kind of arrangement will make you have enough time to appreciate what you really want to see. Moreover if you really want to be a good traveler, I advise you to read some introductory books to these places before you come to see them with your own eyes. With more knowledge about these places, you will have a better understanding of Chinese history and culture.

I am eager to meet you soon. Wish you in advance a pleasant trip to Beijing.

Yours ever,

Zhang Ying

练一练

Directions: In this section, you are required to write a letter in reply to a friend’s inquiry about applying for admission to your college or university. You should write about 100 words and base your composition on the outline given in Chinese below:

1. 建议报考的专业及理由； 2．报考该专业的基本条件； 3．应当如何备考。

**英语书信格式范文中文3**

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.

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

**英语书信格式范文中文4**

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

**英语书信格式范文中文5**

1. 词汇

能力Have a gift for , be skilled in, be experienced in be an expert in, speak fluent English; creative, a boy with great ability; efficient, intelligent,

经历graduate from , be a graduate from; major in, gain/win/get the first grade scholarship; get good grades, an all-around student with excellent grades in excellent grades in all subjects; be given the title of…; gain/win the first prize/place; win a gold/silver/copper medal

性格outgoing; easy to get along with; enthusiastic, enthusiasm is part of his character;

2. 经典句型

(1) He is an all-around student with excellent grades in all subjects. He has been given the title of the “excellent student”.

(2) As a boy with great potential, he is good at solving difficult problems.

(3) Li Ming, a graduate from Peking University, majors in computer software design.

(4) He has enjoyed the reputation/title of the Excellent Graduate.

3. 写作套路

(1) I am writing to recommend to you…

(2) I would like to recommend to you…

(3) It is a great honor for me to recommend to you…

(4) I take the pleasure in recommending to you…

(1) If he can join your company, he will give full play to his talent. And your company will also be greatly benefited. So I strongly recommend… to you.

(2) In a word, he would be a good choice. I would be grateful if you would like to consider my recommendation.

(3) I hope you can give him a chance. I believe he will make a great contribution to your company.

(4) I hope that you would take my recommendation into consideration/account.

推荐信模板

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

写作练习

假如你是王林，李明是你的好友，他对布朗先生的公司感兴趣，打算到该公司谋职（apply for a position）。请根据下面李明的简历表，用英语为他写一封推荐信。

姓名：李明 性别：男 国籍：中国

出生地：重庆 婚否：已婚 出生日期：

通讯地址：重庆市人民路148号 电话：

职业：律师 学历：大学毕业

外语水平：擅长英语， 懂一些日语、德语

其他：有三年工作经历，办事认真，待人诚恳，与人和睦相处

注意：1.词数100左右 2. 可以适当增加细节，以使行文连贯 3. 书信开头和结尾已为你写好，不计入总词数。

**英语书信格式范文中文6**

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。

**英语书信格式范文中文7**

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 Im writing to say Id 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 didnt stick to any of them for long. Recently Ive been doing a bit of hitch-hiking round Europe so Ive had some experience of traveling the hard way which should come in handy on the expedition youre planning. By the way, Im 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

**英语书信格式范文中文8**

(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。

**英语书信格式范文中文9**

(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：

**英语书信格式范文中文10**

(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。

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