# 英语高中书信类范文模版(共5篇)

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*英语高中书信类范文模版 第一篇英语作文：一封信件Directions: Write a letter of complaint according to the following situation: You bought an air ...*

**英语高中书信类范文模版 第一篇**

英语作文：一封信件

Directions: Write a letter of complaint according to the following situation: You bought an air conditioner in Sun Appliance and had it installed the other day, but you found that the fan made too much noise when the machine operated. You demand the store to send a representative to check it up.

You should write at least 150 words. Do not sign your own name at the end of the letter; use Li Ming instead. You do not need to write the address.

Dear Sir or Madam,

I m writing to lodge the complaint about the poor quality of an air conditioner that I purchased from Sun Appliance Company.

Frankly speaking, Sun Appliance has always been my favorite. On April 4, 20\_, I bought the air conditioner (serial number 12345) from one of your chain store located in Lang Fang. The machine operated well at first, but ten days later, there was a fault that bothered me, that is, the fan made so much noise that I could not sleep well at night. Worse still, the cooling system didn t work well and the machine began to leak recently. Its poor quality ruined almost all my previous impression toward your products.

I strongly suggest that a repairman or a service engineer should be sent to my home without delay. I wonder if you could pinpoint the exact cause of the malfunction as soon as possible. If you can t, I am afraid that I will request for full amount of refund or a new air conditioner.

**英语高中书信类范文模版 第二篇**

Dear Editor,

As a student reader, I am writing to talk about the English textbooks published by your house.

In my eyes, these books have a lot of advantages. To begin with, there are such a wide variety of topics in the books that they can satisfy students’ curiosity better. In addition, the pictures in the textbooks are very interesting and attractive. Not only can they draw students’ attention, but they can also arouse our interest in learning English. In short, we have benefited a lot from these books.

However, in my opinion, there are still some shortcomings in the textbooks. We find some words are a bit difficult to remember. Therefore, I suggest that you can make them easier to understand.

Best regards,

Li Hua

作为学生的读者，我写了一个关于你家出版的英语教材的作文。

在我的眼里，这些书有很多优点。首先，他们可以更好地满足学生的好奇心，有这样一个各种各样的主题的书籍。此外，在教科书中的图片是非常有趣和有吸引力的。他们不仅能吸引学生的注意力，而且能激发我们学习英语的兴趣。总之，我们从这些书中受益匪浅。

然而，在我看来，教科书中仍有一些不足之处。我们发现有些话是有点难以记住。因此，我建议你可以让他们更容易理解。

最好的问候，

**英语高中书信类范文模版 第三篇**

Dear Sir，

I take the liberty to write you in the hope that you might need someone to fill in for you. I feel that I am qualified as an administrator.

I am currently a student at college, I have over a month more to complete before I graduate. My major is business administration.

I have excellent grades in all my subjects. If you wish to look at these information it will be sent to you later.

I have worked at a trading company as a secretary, but I hope to seek more responsible employment.

I am 25 years old and very honest and dependable. If you need someone with my qualifications, please let me know.

thank you very much for your kind attention.

Sincerely

yours,

**英语高中书信类范文模版 第四篇**

Dear David,

I\'m glad you\'ll come to Beijing to learn Chinese. Chinese is very useful, and many foreigners are learning it now. It\'s difficult for you because it\'s quite different from English. You have to remember as many Chinese words as possible. It\'s also important to do some reading and writing. You can watch TV and listen to the radio to practise your listening. Do your best to talk with people in Chinese. You can learn Chinese not only from books but also from people around you. If you have any questions, please ask me. I\'m sure you\'ll learn Chinese well.

Hope to see you soon in Beijing.

Yours,

Wang Ming

**英语高中书信类范文模版 第五篇**

下面是英语信件结尾语一般常用的客套话，表示礼貌。

在私人信件中常用的有：

With best wishes， 谨祝安好!

All the best， 祝一切安好!

With kind regards， 谨致问候!

With kindest regards， 谨致最良好的问候!

With all good wishes，谨祝万事如意!

All good wishes，万事如意!

Best regards，谨致最好的问候!

Wish you every success in the future。 祝你未来一帆风顺。

下方的客套话比较新式：

I’m looking forward to hear from you soon。 我盼望你尽快回信。

Please remember me to your family。 请代我向你家人问好。

Give my best wishes to your parents。 向你父母亲问好。

Any other particulars required I shall be pleased to give you。 其他各项详情，如有所需，我当欣然奉告。

We hope that the finished work will prove in every way satisfactory to you。 我们期望此项工作能在各方面使您满意。

We shall have the pleasure of weling your visiting soon。 倘于近日能欢迎您来访，我们将感到快乐。

Won’t you let us hear from you promptly?可否即予赐复?

Your early reply will be appreciated。 希早复为感。

We await your good news。 我们恭候您的好消息。

■结尾谦称低于正文二、三行，大都从纸的中间写起。第一个词的首字母要大写，末尾用逗号。结束语为写信人对收信人的谦逊。措辞的变化按照不一样的关系而定。

写给机关或不认识的人时，用Yours faithfully(您忠实的)，Yours truly(您十分忠实的)， Faithfully yours(您忠实的)，Yours confidentially(您信任的)等。

写给年长者、老师或上级用Yours respectfully(您尊敬的)，Very respectfully yours，Yours obediently(您恭顺的)等。

写给熟人或好友，一般用Yours sincerely，Very sincerely yours，Yours cordially等。在美国往往只用Sincerely(诚挚的)或Cordially(热诚的)。在我国，同事之间通信，一般常用Comradely yours，Faithfully yours等。在我国对外往来的商业信件中，国外来信结尾一般用Yours faithfully(您忠实的)或Yours truly(您十分忠实的)。我国发往外国的信件一般都用谦称。

只有当结束语要与正文资料密切配合时，才能顺理成章，这在写信时需要针对留意。

[英语信件结束语]

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