# 日语书信格式横式范文精选16篇

来源：网络 作者：七色彩虹 更新时间：2025-07-13

*日语书信格式横式范文 第一篇This July I graduated from primary school. I was enrolled to a good middle school. Therefore I had a happy...*

**日语书信格式横式范文 第一篇**

This July I graduated from primary school. I was enrolled to a good middle school. Therefore I had a happy and leisure summer holiday. In the middle of July I attended to a summer camp. It’s about English. There were twenty five students in the camp. We all like English very much. Together we studied and played. There were many activities team work or single performance. We tried our best to put ourselves into this big family. Most of the time we talked to each other in English. If we really don’t know how to express in English we could ask for help. Our teachers were so great that they could help us a lot. They were so active that make us acted as they did. I am happy to attend this activity.

**日语书信格式横式范文 第二篇**

一、日文书信格式日语书信通常由“开头”、“正文”、“结尾”三个部分组成。开头部分主要由“拝启”、天气方面的寒暄语和安康方面...

一、日文书信格式日语书信通常由“开头”、“正文”、“结尾”三个部分组成。开头部分主要由“拝启”、天气方面的寒暄语和安康方面的寒暄语构成。“拝启”通常写在第一行，前面不空格。但贺年卡、问安、慰问、吊唁等信函不用。但是开头用“拝启”这种格式给人一种拘泥、古板的感觉。近年来许多年轻人追求轻松、简约的书信风格将“拝启”省去不用。接在“拝启”之后的是有关天气方面的寒暄语；天气的寒暄语之后是询问对方和报告己方安康的客套话；除此之外根据情况还可以写些感谢和致歉的寒暄语。由于繁忙等原因，有时可以不写开头而直接进入正文。此时需要写上｢前略」、｢前略失礼いたします」等书信专用词语。正文的传统写法通常时借助于「さて」、「ところで」、「つきましては」、｢早速ですが」、「実は」等书信专用词进入正文。其中最为常用的是「さて」，其作用的是告诉收信人，信由此进入实质性内容的讲述。正文是一封信的核心部分，用词要诚恳、亲切、明白易懂。如果给长辈、上级写信，要用尊敬语与自谦语。如果是给朋友写信，可使用轻松自然的口语体文章。结尾主要是祝对方身体健康、生活幸福及请对方转达问候等寒暄语。如果前文中有“拝启”、“拝复”的话结尾应该用“敬具”与之对应。书信中每个自然段开头要空一格，信末记得要写收信人的名字、寄信人的名字和日期。二、日文信封格式日语信封有直式（竖式）信封和横式信封两种。1、直式（竖式）信封的写法信封右上方是收信人的邮政编码。写收信人的地址时，若一行写不下可另起一行，但应比前一行低一格。收信人的姓名则应写在信封的正中间，且字体应比地址的字体大。信封背面正中偏右下方则写寄信人的地址；偏左下方写寄信人的姓名。寄信人的邮政编码横写在寄信人地址的上面，单独占一行，而寄信的日期则写在左上方。2、横式信封写法现代日本青年突破了传统的日本竖式信封，多喜欢用横式。信封正面只写收信人的邮政编码、地址和姓名。姓名要写在信封正中，字体要比地址大。而信封背面则写寄信人的地址和姓名。寄信人的地址和姓名要写在信封背面三分之二高度以下位置。寄信日期写在背面上方。封口处可写上一个“封”字，或者画一个符号“〆”。

**日语书信格式横式范文 第三篇**

january 13 XX

it was the first day of our winter holiday. all of us were very happy. why? because we have one months to do things we love to do. we are free. although we have some homework. but we can finish them in several days. and the rest time we can make good use of. my god! we have been very tired after hard studying. in winter holidays, i want to have full sleep and eat good food in order to replenish myself. last but not the least, i will have a good rest.

january 14 XX

it was the second day of our winter holiday. i felt good. i felt i’m free. i had a lot of time to do things i like. my parents are in beijing. so i live alone but i don’t feel lonely. but i didn’t do something special. i stayed at home and watched tv. oh! i wrote an english daily composition. it was my homework. today, i have slept for 14 hours. i thought i was very tired. it was time for dinner. i must go! i am very hungry.

january 15 XX

it was the third day of our winter holiday. today, there are many business in my mother’s company. so my mother told me to help my uncle who is the manager of my mother’s company. i sat in my mother’s office and help her answer the telephone. while i was free, i was writing my homework. although i also have a lot of time to do my homework, i still do it. because in my mother’s office, i had nothing to do. if i did nothing, i was wasting my time and my life. i can’t do the foolish thing. we should take good use of our time.

january 16 XX

it is a special day today. my mother sent one hundred basket of red bayberries. i like to eat red bayberries. it tastes nice. when they arrived in shanghai, they were still fresh. but most of them would be sent to my mother’s business friends. i chose the best basket of red bayberries to eat. i put the rest in my refrigerator. red bayberry is my hometown’s special product. it is well-known in china. many people like to eat it.

january 17 XX

today, i still went to my mother’s office. my mother was very busy, so was my father. they always live in beijing. they must get up early. because they will manage the factory. so i know they are very laborious. so i should save my money. also i should help them. although i can’t do something useful, but i think i should share the work with them. i am one of my family member. in the future, i will take a job and work. it’ time for me to begin to learn how to work.

january 18 XX

i have rested for a week. i began to feel bored. so i went out with my friends. they are my best friends in the middle school. we didn’t go to someplace special. we just saw the other. we had lunch together. while we were having lunch, we were still talking about the new school and new friends. yes! a year later, we have grown riper. and we learned much more things and got new life. we haven’t enough time to play, to waste and to lose the way. we only have two years. two years to go, we will get the real life which belongs to us.

**日语书信格式横式范文 第四篇**

During the National Day, our family went to Yunfu Mountain Hot Springs.

To the hot springs, we swim for swimsuit. First of all we came to the childrens pool, where there are a lot of fun slides there are things, I did not even do not do the warm-up exercise could not help but jumped out of the pool, xxxwow, really comfortable.xxx But the water there is too shallow , Do not move. Then we went to the fish treatment pool, I put the feet into, there are many small fish over my feet, very comfortable, but feel a little itch. There are many hot spring pools, there are ice pool, waterfall pool, gold pool, silver pool, pebble pool, surf pool, hydrogen pool, there are many large and small hot spring pool, there is really fun.

We played the whole hot spring, comfortable to leave.

This is my happy national holiday.

**日语书信格式横式范文 第五篇**

My favorite TV program

My favorite TV program is Animal World. It’s very interesting and exciting. There I learn a lot kinds of animals.

Some people think some animals are dangerous. They may hurt us humans. We can kill them. I can’t stand the idea. Each animal has its reason to live on the earth. They are important for the world. They keep a balance. If somebody breaks it, we humans may not be able to live on the earth.

**日语书信格式横式范文 第六篇**

xxxx

女 36岁 江苏人

学历： 大专

工作年限： 10年以上

期望薪资： 5000-8000元

工作地点： 广州 - 不限

求职意向：日语翻译

工作经验(工作了10年6个月，做了2份工作)

广州市顶速服装有限公司

工作时间：20xx年3月 至 20xx年1月[8年10个月]

职位名称：日语翻译

工作内容：主要负责日本业务~维护日本客户

通过邮件，电话，skype等和客户联系，交流，接单~安排出货~~

接样板单，翻译后安排打板-接单-安排工厂进行大货生产~安排出货等一系列

教育经历

20xx年7月毕业 山东外事翻译职业学院 日语

专业技能

Excel：精通 经验：10年

证书奖项

证书名称：日语一级 颁发时间：20xx年2月

自我描述

本人性格开朗，团队意识强，善于和人沟通，责任心强~

从事服装工作9年，精通服装工艺，流程，熟悉广州中大轻纺城面辅料市场，成衣市场，小饰品市场~

精通服装方面专业术语

**日语书信格式横式范文 第七篇**

要件が复雑なとき、主文は大まかに书き、别记として具体的に书く。また、とくに付け加えたい要件があるときは、「追伸」として短めに。

>日本信的写法：

>1、开头语与结尾语：开头语与结尾语往往是一起使用的，但是，在贺年卡和夏季贺卡中，一般不用结尾语。(夏季贺卡是指盛夏季节，寄出问候健康的明信片)。

>2、前述：以“时令的寒暄→平安与否的寒暄→感谢的言词”为顺序。

>3、正文：以“さて”、“ところで”等词进入主题，用“つきましては”等词语进而明确地表示写信的目的。

>4、结尾语：在结尾前做个收尾，写上类似“今后的拜托、祈愿对方平安无事、为自己字迹潦草而感到抱歉”等诸如此类的客套话结尾。

>5、编后注：按照“日期→签名→收件人姓名”的顺序写。

**日语书信格式横式范文 第八篇**

Dear Jenny,

I do not need to tell you how greatly I appreciate all you have done for me these days and how grateful I am for the comfort and understanding you gave me when I needed them so desperately.

No one knows better than you how important my mother meant to me and what an aching void my life has become without her. But I am trying to take your advice and I hope that returning to my work next week will help heal the sorrow

I really do not know what I would have been without you. Thank you again for everything you have done for me!

Affectionately,

×××

书信的范文01-13

**日语书信格式横式范文 第九篇**

本的书信有其约定俗成的格式，虽然根据不同的场合结构上会有一些变化，但基本构成仍是不变。无论是感谢信、道歉信还是祝贺信都基本上按照这个固定格式来完成。了解日本书信的基本格式对日语学习者来说，无论在理解日本文化或是与日本人交往上都有很...

本的书信有其约定俗成的格式，虽然根据不同的场合结构上会有一些变化，但基本构成仍是不变。无论是感谢信、道歉信还是祝贺信都基本上按照这个固定格式来完成。了解日本书信的基本格式对日语学习者来说，无论在理解日本文化或是与日本人交往上都有很大帮助哦！一封信大致包括以下几个部分：·前文（头语+时候の挨拶+相手の安否を寻ねる言叶）·主文（用件）·末文（结びの挨拶+结语）·后付け（日付+差出人·署名+宛名）具体请看图例（分为横写与竖写）：横书きの场合：縦书きの场合：从以上图例可以看出：·横写时【宛名】写在【前文】中，竖写时【宛名】则位于【后付け】。·无论横写竖写另起一段时都应空出一格，而【头语】是顶格写。·【结语】、【日付】和【署名】都要注意空格。·另外还需要注意一点的是，【头语】和【结语】必须搭配使用。

**日语书信格式横式范文 第十篇**

January 22 20xx

Today I found time was a cruel thing. Whatever man is, time always goes on. It won’t stay to wait for somebody. You can’t use anything to exchange time. Time is also a fair thing. Although you have a lot of money or you enjoy high reputation, time won’t leave them more. Today I found I hadn’t enough time. Although I have 50-day holiday, but I found I had a lot of things to do. I had a lot of homework to do and I had something necessary to do.

**日语书信格式横式范文 第十一篇**

两年以上工作经验 | 女 | 25岁(1986年3月27日)

居住地：上海

电话：138\*\*\*\*\*\*\*\*(手机)

最近工作 [ 1年9个月 ]

公司：XX汽车零件制造有限公司

行业：汽车及零配件

职位：日语翻译最高学历

学历：本科

专业：日语

学校：广东暨南大学

日语达到一级熟练水平，能够担任日中文的互译工作，具有多年的翻译工作经验。熟练运用多种翻译软件，且具有赴日留学的经历，了解日本文化和日本礼仪，懂得如何与日籍客户沟通和相处。亲和力佳，责任心强，具有服务意识和奉献精神，愿意为自己的工作不断地付出热情。

求职意向

到岗时间： 一周以内

工作性质： 全职

希望行业： 汽车及零配件

目标地点： 上海

期望月薪： 面议/月

目标职能： 日语翻译

工作经验

20\_ /8—至今：XX汽车零件制造有限公司[ 1年9个月]

所属行业：汽车及零配件

设计部 日语翻译

1、负责设计图纸、设计报告、设计方案的翻译，并制作相关的报表;

2、负责会议的翻译，做好会议整理等;

3、负责陪同部门经理外出，担任外出期间的翻译，协调与客户之间的沟通;

4、负责安排公司员工进行基础的礼仪和日语培训;

5、负责协助人事部门办理日籍员工的相关证件。

20\_ /7--20\_ /7：XX电子有限公司 [ 2年]

所属行业：电子技术/半导体/集成电路

品管部 日语翻译

1、负责每周部门例会的翻译工作，整理会议相关资料，供相关人员跟进后续工作;

2、负责翻译公司产品的品质资料;

3、负责与维护日方客户，对于客户投诉等进行及时有效的处理;

4、负责协调各部门关系，保证生产工作顺利进行;

5、负责与日方往来邮件的翻译。

教育经历

20\_ /9--20\_ /7广东暨南大学日语本科

语言能力

英语(良好)听说(熟练)，读写(熟练)

日语(熟练)听说(熟练)，读写(熟练)

**日语书信格式横式范文 第十二篇**

Every year，my school will have the summer camp activity. I love to join this activity so much，because I can have a lot of fun with my friends. What’s more，I can take a break from the study time and enjoy my moment. Last year，we went to the country farm and experienced the life there. I was so impressed by the clear river and simple lifestyle. We woke up early and then walked on the country road，it was so quiet and the air was so fresh. In the city，I never woke up so early. I felt really peaceful in my heart. Though life here was simple，I liked it. I was so close to the nature and could appreciate its beauty. I am so looking forward to the summer camp activity this year，I want to experience the different things.

**日语书信格式横式范文 第十三篇**

日语电子邮件怎么写才够得体? 信息化的社会,电子邮件已经成为当今必备通信工具之一.其在商务来往中,简洁得体的电子邮件犹如人的商务礼节一样不能忽视.虽然电子邮件的书写格式没有像日本书信那样繁琐,但是能写一封简洁得体的日语电子邮件也成为日企工作的基本要求了.如何写一封简介得体的日语版的电子邮件呢? 电子邮件的基本写法 ⑴.发信人(from)标注姓名(全名). 在邮箱的设定画面「名字」或者发信人的地方, ...

东北大学博士研究生入学考试英语科目(1001)考试规定 东北大学博士生入学考试英语试题共有4部分:完形填空(15%).阅读理解(45%).翻译(20%).写作(20%).考试时间为180分钟. 一.测试目标:此考试旨在通过笔试形式,检测考生在科研.学习.工作中对于英语的文字处理能力,即读.写.译的准确程度.熟练程度和速度. 二.题型结构: 1. 完形填空(Cloze ): 本部分以段落为单位,为考 ...

^ | You have to believe, there is a way. The ancients said: -- Guo Ge Tech 经典日语书信格式20\_-09-13 20:29信 封 写 法 日语信封有直式(竖式)信封和横式信封两种.直式(竖式)信封也称日本式,横式信封也称西式.这两种信封的写法是不一样的. 1.直式(竖式)信封的写法 信封右上方是收信人的邮政编码.写收信人的 ...

20\_年12月16日 星期六 23:25 书信用语集粹 卢维春 书信是人们相互交往.联系的一种形式,既要讲究修辞.文法,又要讲究文明礼节.礼貌.平常通信,如果能够熟练使用书信的格式.用语,自然显得高雅.生动.鲜明,给人一种美的享受.中国是礼仪之邦,文化历史悠久,尤其与台.港.海外侨胞通信来往,注重通信格式和用语更显得重要. 书信的格式一般要注意地位.抬头.分行.称谓.结尾. 所谓地位,即收信人姓 ...

课程教学大纲 执笔: 审核: 编写日期:20\_年07月 1 课程基本信息 2 课程教学目标.基本要求与课程定位 课程教学目标 二外日语是针对英语专业学生开设的一门通识教育必修课.近年来,日语在我国,尤其在我国东南沿海地区的应用越来越广泛,日语在我国社会经济生活中地位也日益凸显出来.培养具有一定日语交际能力的人才也成为高等学校的人才培养目标之一.通过教授本课程使学生树 ...

日语专业毕业论文格式 一.毕业论文(设计)的基本规范要求 1.毕业论文(设计)要求选用A4纸打印. 2.毕业论文(设计)文本结构: (1)封皮 (2)成绩评议表 (3)毕业论文(设计)任务书 (4)指导教师意见 (5)评阅教师意见 (6)答辩小组意见 (7)中文摘要.关键词 (8)日文摘要.关键词 (9)目录 (10)正文 (11)参考文献 (12)致谢(单独一页) (13)附录 除xxx附 ...

高纲0972 江苏省高等教育自学考试大纲 27006 日语写作基础 东南大学编 一.课程性质及其设置目的与要求 (一)课程性质和特点 的课程是高等教育自学考试日语专业中的一门必修实 践基础课,是外语学习者的基本技能训练xxx听.说.读.写.译xxx中的重要一环,写作水平的高低直接影响到学习者的表达水平.本课程旨在从理论和实践两个方面培养日语自学者的写作水平, ...

应用文写作教学设计 [教学目标] 知识目标:1.让学生一般了解书信的定义.分类和用途.2.重点掌握书信.信封的基本 格式. 能力目标:学会用正确的格式写书信,培养综合能力. 情感目标:培养与人沟通.交流的能力. [教学重点] 1.书信的基本格式.2.用正确的格式写书信. [教学难点] 1.书信的格式,特别是结尾语的格式.2.学会写自荐信. [学时安排]一课时 [学习要点] 1. ...

一 1.题目.应能概括整个论文最重要的内容,言简意赅,引人注目,一般不宜超过20个字. 2.论文摘要和关键词. 论文摘要应阐述学位论文的主要观点.说明本论文的目的.研究方法.成果和结论.尽可能保留原论文的基本信息,突出论文的创造性成果和新见解.而不应是各章节标题的简单罗列.摘要以500字左右为宜. 关键词 是能反映论文主旨最关键的词句,一般3-5个. 3.目录.既是论文的提纲,也是论文组成部分的小 ...

**日语书信格式横式范文 第十四篇**

译文：

信是用笔和纸与某个特定的对象进行交谈的工具。这是一种能和无论相隔多远的人，只要自己喜欢、无论何时都可交流的十分方便的方法。而且，面对面时难于叙述，口头表达容易造成误解的事，如采用书信方式，就能整理自己的想法，很好地写出并想对方传达自己想说的 事。信已成为与我们的日常生活密不可分又十分重要的一个组成部分。

信有正文中所述的贸易书信类的实用书信和日常书信两种。写日常书信有如下要领。

1.把对方当作就在眼前，应诚实，礼貌并充满热情。

2.书信尽管没有一个统一的格式，但有一定的规矩。因此，应该遵守这些规矩。

3.为不给对方或对方的家属造成失礼，应十分注意措辞（尤其是敬语和尊称的用法）

4.不写时候可能会收回或后悔的事。

5.注意不要错过应该寄出的时间。复信，感谢信应马上寄发。但对于有伤害对方、使对方不愉快内容的信、应待几天冷静下来后再写回信。

6.在落笔写信之前应认真思考要写的内容，写完后务必再读一遍，做必要的订正。

7.正确、简洁地写清你要说的事情。

8.注意用字、用语，并杜绝错字、漏字或别字。尤其应该准确书写自己和对方的住址和姓名。

9.无论哪一类信件，都应写明日期。

10.用对方寄来的往返明信片复信时，应去掉对方给自己加的“御、贵、芳、ご、お”等尊称，并去掉对方收件人名下的“行”字，将其改写成“様”（收件人为个人时）、“御中”（收件人为团体时）。

11.不能在同一信封捏夹入写给不同对象的信，也不能在写给身份或地位比自己高的人的信中要求给他人传话。

12.不能使用稿纸或小纸片、彩色笔（尤其是红色笔）书写。贴邮票时注意不能将收信人姓名、地址盖住。

**日语书信格式横式范文 第十五篇**

Today is my long-awaited holiday - xxxNational Dayxxx. In the morning, I put on my clothes and traveled with my father and mother.

We came to the city of Changzhi City in the city of Huang cliff, where the beautiful scenery, the lake is clear and transparent.

Into the door to see both sides cliff top together, looking up as a ray of days, there is xxxKazuo Guan, Wan Fu Mo openxxx risk. And then went up to the mountain park, the park around the Qifeng different stone, really beautiful.

Continue to climb, we entered the weapons library site, weapons warehouse depth of 72 meters, 18 meters wide, 25 meters high, where was once made xxxHuang Yadong Battlexxx site.

Huang Yadong is a good place for adolescent patriotism education and tourism.

**日语书信格式横式范文 第十六篇**

July 17th, 20xx

When I got home,it was very is no year in Beijing,there is lack of electric to supply. Because there are a lot of it is very hot in the government decided: supply electric to resident and the factories must stop working. My house is in the manufacturing was was very my father use the electric making machine to make ! What a unlucky summer!

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