

## 英语写信范文格式（英语作文万能模板）

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范文网，为你加油喝彩！

高中英语满分书信作文模板——投诉信1

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

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

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

I 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）.

Thank you for your consideration and I will be looking forward to your reply.

Yours,

Li Hua

高中英语满分书信作文模板——建议信2

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

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

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

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

Yours sincerely,

Li Hua

高中英语满分书信作文模板——请求信3

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

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

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

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

Thank you for your attention to these requests. If you have any questions, do not hesitate to contact me at \_\_\_\_\_ 2020清明节手抄报 ( 电话号码 ). I look forward to a favorable reply.

Yours sincerely,

Li Hua

高中英语满分书信作文模板——邀请信4

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

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

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

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

Yours sincerely,

Li Hua

高中英语满分书信作文模板——道歉信5

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

I am truly sorry that \_\_\_\_\_ ( 道歉的原因 ).

The reason is that \_\_\_\_\_ ( 介绍原因 ). Once again, I am sorry for any inconvenience caused. Hope you can accept my apologize and understand my situation.

Yours sincerely,

Li Hua

高中英语满分书信作文模板——感谢信6

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

I am writing to extend my sincere gratitude for \_\_\_\_\_ ( 感谢的原因 ) . If 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 ) .

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

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

Yours sincerely,

Li Hua

高中英语满分书信作文模板——询问信7

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

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

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

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

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

Yours sincerely,

Li Hua

高中英语满分书信作文模板——推荐信 ( 求职/求学 ) 8

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

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

His/Her performance in the school years was outstanding. First, he/she had been and showed great talents in \_\_\_\_\_ . In addition, he/she has a very pleasant personality. He has developed a strong sense

of \_\_\_\_\_, and working with him is always. I can state that he/she has all the qualities of being \_\_\_\_\_ . ( 介绍此人的能力 )

Therefore, I here recommend him/her to you with all my heart. Should you favor 淡泊的意思him/her with 会议筹备方案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 Hua

### 高中英语满分书信作文模板——祝贺信9

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

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

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

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

Yours sincerely,

Li Hua

### 高中英语满分书信作文模板——求职信10

Dear Sir or Madam,

I write this letter to apply for the position that you have advertised in \_\_\_\_\_ ( 报纸名称 ) of \_\_\_\_\_ ( 广告发布时间 ) .

Not only do I have the qualifications for this job, but I also have the right personality for a \_\_\_\_\_ ( 工作名称 ) .

In the one hand, \_\_\_\_\_ ( 第一个原因 ) . On the other hand, \_\_\_\_\_ ( 另一个原因 ) .

Should you grant me a personal interview, I would be most grateful. If you need to know more about me, please feel free to contact me at any time at \_\_\_\_\_ ( 电话号码 ) .

Thank you for considering my application, and I am looking forward to meeting you.

Yours sincerely,

Li Hua

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