# 英语建议信范文文题优选27篇

来源：网络 作者：青苔石径 更新时间：2025-04-09

*英语建议信范文文题 第一篇Dear Miss Wang,I’m a student from GuiZhou Experimental High School. I have a problem. I argued with my best...*

**英语建议信范文文题 第一篇**

Dear Miss Wang,

I’m a student from GuiZhou Experimental High School. I have a problem. I argued with my best friend Lisa for some very tiny things and said some bad words to her a few days ago. Then, we never talk to each other any , I feel quite lonely sometimes and don’t want to lose my best friend. I know she must be hurt by my words, and I am not sure that she still want to be my friend or not? I do want to change this situation, but I don’t know how. I would be grateful if you could give me some advice.

Yours, Jim What is Jim’s problem? If you were Miss Wang, what would you say? Dear Jim, (写作模板) I\'m glad to receive your letter asking for my advice on how to (引出主题). Here are a few suggestions. First, it is important to . Then, it also helps to . Besides, it should be a good idea to . You can also . (此三句不同的句式提出建议) As to , I suggest (有时根据需要具体到某一反面). In addition, (其他建议). I\'m sure (预测可能的结果，给对方以行动的信心和决心). I\'m looking forward to (表达愿望).

Sincerely yours,

Miss Wang

**英语建议信范文文题 第二篇**

>建议信

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

Im very \_\_\_\_\_\_\_\_\_\_\_ to know / learn that \_\_\_\_\_\_\_\_\_\_. I am writing to voice my suggestions / proposals / views concerning \_\_\_\_\_\_\_\_\_. In my opinion,\_\_\_\_\_\_\_\_\_. On the on hand,\_\_\_\_\_\_\_\_\_\_. On the other hand,\_\_\_\_\_\_\_\_\_\_.

As to \_\_\_\_\_\_\_\_\_, I would like to suggest / recommend that \_\_\_\_\_\_\_\_\_\_, because \_\_\_\_\_\_\_\_\_\_. It would be \_\_\_\_\_\_\_\_\_\_. In addition,\_\_\_\_\_\_\_\_\_\_\_. I am sure that \_\_\_\_\_\_\_\_\_\_.

Please inform me of your feedback on \_\_\_\_\_\_\_\_\_\_. I am looking forward to \_\_\_\_\_\_\_\_\_\_.

Truly yours,

\_\_\_\_\_\_\_\_\_

**英语建议信范文文题 第三篇**

文体介绍

建议信属于应用文。建议信是向收信人就某事提出自己的建议或忠告,以便让对方接受自己的想法、主张并解决有关问题。建议信可以写给个人，就其遇到的某个问题提出自己的看法或观点;也可以写给某个组织或者机构，就改进其服务等提出建议或忠告。建议信要给出写信的原因，建议的内容，提出建议的理由，而且提出的理由要合情合理，语气一定要得当，既要委婉礼貌，又要有说服力。 ?笠 任务聚焦

假设你叫李华，得知你校要建设娱乐休闲中心，正在征求同学们的意见，请你根据以下几个方面的提示给校长写一封120词左右的建议信。

1. 娱乐休闲中心应该包括乒乓球室和羽毛球室。 2. 最好在学生的课余时间开放。 3. 尽量不要收费。 4. ……

激活大脑

1. 信件的基本格式。 ① 信头 (heading)，写信人的姓名和地址要写在右上角，收信人的姓名和地址要写在左上角。

② 称呼 (salutation)，即对收信人的称呼，一般用Dear / My dear ...。 ③ 正文 (body)，即信件的主要内容。 ④ 信尾客套语 (complimentary close)，写信人在信的右(或左)下角，写上表示自己对收信人一种礼貌客气的谦称，一般有Sincerely yours, Yours sincerely, Yours truly, Yours等。

⑤ 信尾签名 (signature)，在信末写上写信人的姓名，如：Li Hua。 2. 建议信的特点。简明扼要、目的明确、具有合理性和说服力。 3. 明确写作意图。简要陈述事由，简单介绍自己，注意语气。 4. 写作技巧。先肯定对方的优点，然后再就需要改进的地方或者针对具体情况提出善意的建议。

5. 总结建议。对自己提出的所有建议，简要地作个小结。

**英语建议信范文文题 第四篇**

Dear Miss Wang,

I’m a student from GuiZhou Experimental High School. I have a problem. I argued with my best friend Lisa for some very tiny things and said some bad words to her a few days ago. Then, we never talk to each other any , I feel quite lonely sometimes and don’t want to lose my best friend. I know she must be hurt by my words, and I am not sure that she still want to be my friend or not? I do want to change this situation, but I don’t know how. I would be grateful if you could give me some advice.

Yours, Jim What is Jim’s problem? If you were Miss Wang, what would you say? Dear Jim, Im glad to receive your letter asking for my advice on how to . Here are a few suggestions. First, it is important to . Then, it also helps to . Besides, it should be a good idea to . You can also . As to , I suggest . In addition,. Im sure. Im looking forward to.

Sincerely yours,

Miss Wang

**英语建议信范文文题 第五篇**

关于：班里来了位新同学李明，对新班级很不适应，请你给他点建议。一百二。

要根据这封信写建议信{英语}，字数在80到100之间，拜托，很急的

建议信是对收信人就某一问题提出建议和忠告。建议信有可能写给某个组织或机构，就改进其服务质量提出建议或忠告：也可能是写给个人，就其人生的某个重大决定提出自己的建议。 内容要点： + 写信的目的以及所谈事情的简介。

用幸福堆砌一只雪人三角保健康

英语建议信格式以及模板 第一部分 说明写信的目的 I\'m glad to receive your letter asking for my advice on how to (引出主题). I’m very glad to have received your e-mail. Now I’m writing to give you some advice on how to 第二部分：..。

**英语建议信范文文题 第六篇**

Dear Sir,

I am writing to you for the mobile phone of Dephone-S250 I bought on 20th Apr. at Tele Mall in Wuhan, P. R. China. But when I wanted to use it, I found that there was something wrong with the quality of the mobile phone. The phone’s ring cant’t work and it also can’t send messages. So I went back to the shop and asked the sales assistant to replace it. Unfortunately, he told me that the products were sold out, so I couldn\'t have it replaced. . As a result of the mobled phone’s new style, there are no spare parts, so it means that the phone also can’t be repaired. I hope that company will replace my mobile phone in time, and the more quickly, the better.

Thank you for your consideration.

Sincerely yours,

Joozone

**英语建议信范文文题 第七篇**

Dear Headmaster,

I’m very glad to write a letter to you. These days we are talking about how to have a better school life. Here are some of my suggestions. First, I hope our school will open the library more often. Second, I think our school can organize more after-class activities. Next I hope our school will give us more time for sports, art and music. And I suggest our school should organize fewer exams as well.

As for our teachers, I hope they will be our friends and make classes more interesting. And if they can talk less but more clearly in class, we will be more interested in studying and have more time to practice. What’s more, I hope they will give us less homework and finish classes on time.

Hope my suggestions will be helpful. Thanks for reading my letter!

Yours sincerely,

Liu Bo

**英语建议信范文文题 第八篇**

Dear president,

I am very glad that you attach great importance to student’s physical condition. I am writing to give some suggestions concerning this issue.

To arrange some proper extracurricular activities is beneficial for improving student’s physical condition. Nowadays many students focus their attention on study, which surely does harm to their body. Thus they should be encouraged to participate in exercise. Meantime, the shool should make a scientific regulation so as to ensure students to have enough time to do the exercise as much as possible.

I believe you will take my advice into consideration.

Truly yours,

Li Ming

**英语建议信范文文题 第九篇**

Dear Wang Ming,

I’m writing to kindly remind you of the dormitory rules. As we live in the same room, we are like families thus we should love each other and respect each other. What’s more, we should make our room clean and tidy. Therefore, I hope you can read the following rules and obey them. Rule When you get up in the morning, remember to make the bed. Rule Don’t make phone calls when we are sleeping.

Rule Don’t use others’ things without permission. Rule Turn off the lights before you leave the room. I hope all of us can obey these rules and make our room more and more comfortable.

Best wishes,

LiHua

**英语建议信范文文题 第十篇**

? 中文求职信的常用语(四个要诀）求职信在某程度上来说，其实比面试还重要，原因是如果你的求职信被投篮的话，那么

你便会连面试的机会都没有。而且，求职信是你和雇主双方沟通的第一道桥梁，如果第一个

印象都不太好的话，那么你名落孙山的机会也特别高。所以，一封求职信的好与坏绝对影响

您能否得到面试的机会。现在就开始学习一下如何写一封求职信啦！ 写求职信离不开简单介绍自己、列出你的优点和技能、要求给予面试机会及说明要求待

遇等等。要在云云应征者中突围而出，你必须注意下列四大要点。 这四点分别为内在美、外在美、精而简要和反覆校正！ 第一点-内在美这是最重要的一项，内在美的意思即是要令求职信有内涵，要投其所好。投其所好即是

说你 要为每份工作都写下求职信，千万不要千篇 一律，用一篇全世界通用的求职信来应征只

会反 映出你对这份工作毫无诚意。你应该 ：

- 清楚表明你来信的目的 。- 在信中表现得对申请的工作很有兴趣 。- 重点介绍跟申请工作有关的长处和优点 。 - 如果你是刚刚毕业的话，因为没有实际工作经验，故你可透过介绍在课外活动、暑期

工、义工 等所取得的经验，来突显你的优点和长处 。 - 切忌使用浮夸的字眼去形容你的专长，用字应谦虚有礼。第二点 - 外在美 写求职信时注重外在美并非要你找些红红绿绿有花纹的信纸来书信，亦不是要你用什么

华康标 楷体来作求职信的字体，外在美的意思是要令对方收到信时有舒服整齐的感觉。 而

文章最好是能够长短得宜 。要注意的地方 ：

--- 求职信的长度不要过长， 最好以一页为限，不要超过一页。 --- 信纸方面，选用质素好的纯白a4纸便可，这可以给人一种整齐舒服的感觉 。 --- 千万不要使用影印本。如果连你的签名都是影印的话，就可以反映你的诚意是如何

不足了。 因此，求职信内的签名，最好要亲笔签名，以示专重和诚意，一封壮重的求职信才

可以为你带来 面试的机会。--- 行距方面，不要太密，亦不必太疏，要适中。不然只会令雇主会看得很辛苦，对于

看不顺眼的求职信， 最终只会落得被投篮的下场。 第三点 - 精而简要 顾名思义，写求职信的内容应尽量精简，不宜累赘，用字亦要精确恰当，不要标新立异。

此外， 不要以为用一些异常深涩难明的词语可以突显你的才华，应该要以简洁易明为原则。格式要尽量 跟足，除非你是创意非凡兼且写得一手好文章，否则破格的求职信绝对不适

合您 。

你应该：

- 用字要精简，一针见血。- 切忌离题万丈，又或者长篇大论滔滔不绝也不到正题。 - 避免使用深涩难明的字词。- 套用一般公文的格式来写作 。 第四点 - 反覆校正 不论你的求职信写得如何突出,如果没有小心校对过，引致最终错漏百出亦是徒然。所以

你要再三阅读你的求职信，确保没有错漏，才好将信寄出。对于一些不太明白的用词要特别

小心，避免用错词语使你原有的意思被误解，贻笑大方。注 要 事 项 ：

- 小心错别字。

- 公司名称和负责人的职衔及姓名要多加留意有否出错，以免被扣印象分。 - 反覆校正，确定信件无误才把求职信寄出。- 检查一下附加的资料是否齐全，如履历表、相片及学历证明等等。 - 可以的话不妨将求职信给朋友看看，看看有没有错漏之处。 最后，笔者列举了这么多写求职信的要诀，希望能够有所得益，助你写出百战百胜的求

职信，在此谨祝各位求职者马到功成，面试顺利！

--------------------------------------------------------------------------------求职信的结构 如果你对写好此信仍感信心不足或不知所措，那就把信分解成不同的部分，每(于:

求职信语用题)次专门对付一个部分。

1、 开头 开头部分你要交代清楚你是谁，你为什么写此信或你对此公司的了解程度。在

你是谁部分，用以下一句话简单介绍一下你自己：我是xyz大学大四的学生，在五月毕业，

专业是生物等。只要把最重要、也是与未来雇主最有关的信息写清楚就可以了。在为什么你

写此信部分，你写清楚谋求的职位或职业目标，告诉他们你对此企业了解的情况，你可以说：

我在rhode岛设计学校的职业发展部办公室看到你们招聘一个纺织设计员的广告。或者在《时

代》杂志上我读到了你们东扩的计划，很感兴趣，想加入你们的企业中。

2、 自我推销 在这一部分，要直奔主题。这一部分的目标就是或用段落或提示号的方式

把为何你的读者要雇佣你的理由陈列出来，最好先把你的资历来个总括，然后再具体的说，

加以实例。一个典型的开头可以这样写：我的专业是政治科学，在美国国会实习过，我获得

过以下的成就，具有以下的技能。

3、 客套话 在这部分里，你要对此企业赞赏一番，让他们知道你很愿意在此服务，你可

以提一提洗企业的名声、销售成绩、公司文化、管理宗旨或任何其他他们感到骄傲的东西。

雇主们通常想知道为什么此企业是你的目标，而不是你一下发了许多求职信中的公司中的普

通一个。对每一个企业，你要用不同的客套话，以表达你对他们的公司有所了解。

4、 进一步行动的要求 一些人认为此部分是求职信的结尾部分，其实不然。结尾部分不

仅仅只是对你的雇主花时间读你的信表示感谢，这里是开启另一扇门的地方，这里你可以建

议如何进一步联络，或打电话或发email。最重要的事是你以积极肯定的语气结束，并主动

采取行动。

? 求职信及范例 求职信是求职者写给招聘单位的信函。它与普通的信函没有多少区别，但它与朋友的信

函又有所不同，当然也不同于公事公办的公文函。求职信所给的对象很难明确，也许是人事

部一般职员，也许是经理，如果你对老板比较了解的话可以直接给老板。当然，如果你根本

就不认识招聘公司的任何人，求职信最好写上人事部负责人收较妥。如果直接写人事部经理

或老总收可能不妥，如果该信落到一般职员手中的话，可能使得这些人不高兴。 求职信起到毛遂自荐的作用，好的求职信可以拉近求职者与人事主管（负责人）之间的

距离，获得面试机会多一些。求职信是自我表白，其目的和作用要是让人事主管看，因人事主管有太多的求职信函要

看，因此要简明扼要。

【范例参考】 求职自荐信

尊敬的领导： 您好！ 感谢您在百忙之中审阅我的求职信！ 这个月以来，我的心一直像小鹿一样跳个不停，外面汹涌来的招聘信息让我心动。我爸

爸是一名乡村教师，我舅舅是一名中学教师。长期的熏陶，幼小的我便憧憬能成为一名优秀

的教师，站在讲台上激扬文字??今天我怀着激动的心情向您毛遂自荐！我叫范如歌，是北

京师范大学届英语教育专业的本科毕业生。 我酷爱读书，特别是文史类，大部分中外名著（中英文版）都看过。这些书对我大有裨

益：陶冶性情，丰富知识，开阔视野。这对我的教学工作大有帮助。 通过四年的学习，我掌握了良好的专业知识结构和理论基础，系统地学习了各项知识技

能和教学技能，具有准确、熟练的英语听、说、读、写、译的能力。大二上学期，我一次性

通过英语六级；大二下学期，我一次性通过英语专业四级。由于突出的能力，在校期间多次

**英语建议信范文文题 第十一篇**

尊敬的校长：

您好！

我是一个毕业班的学生，这学期镇举行广播操比赛，我们取得了好成绩，老师说，我们将参加市广播操比赛，大家听了很高兴。

这几天，我们每天在做操时间都练习广播操，可是，我想，只跟着音乐做两遍是不行的，因为有的同学动作还不是很正确，如果不纠正，反复做的话，反而在强化错误的动作，那样就会影响我们校的比赛成绩，所以我想，可不可以把那些动作不规范的同学挑出来，让做得规范的同学一对一教他们，一节一节地教，一天教一节，这样也许会更好。还有我们的\'服装问题，我们先前穿的衣服都是夹克衫，虽然颜色统一了，可是大热天穿这种衣服，我们会热死的，而且这衣服穿着太大了，做起来不好看。我想，只要学校同意，我们自己出钱买，我想家长们也一定会支持的。我说得不对的地方，请校长原谅。此致

敬礼！

**英语建议信范文文题 第十二篇**

XXX Xuefu Road

Chengdu Sichuan

Chengdu Meteorological Bureau Caoshi Street

Chengdu Sichuan

Dear Hiring Manager,

Having several years of learning about the atmospheric science fields. I was aroused to express my interest for the job post of weather bureau as advertised on your web site.

As you will notice from my enclosed resume , I have taken numerous courses , such as the atmosphere physics , physical dynamical meteorology and synoptic meteorology principle. Meanwhile , I also practiced at Shuangliu County Meteorological Bureau for half a year, which taught me basic procedures. Besides I will work together in amity and cooperation. With good professional knowledge, I believe I will qualified for this position.

I look forward to that you can give my resume a favorable consideration and give me an opportunity to sit for a personal interview with you. You can reach me at xxxxxxxxxx or send me an email at xxxxxxxxxxxx.

Yours sincerely,

XXX

**英语建议信范文文题 第十三篇**

To Whom It May Concern

I am a student in this university who regularly comes to the library to spend my spare time.

Generally speaking, the services you offer here are quite good; however, I have some suggestions for you to adopt.

And I would like to extend my greatest appreciation if you are so kind as to take my suggestions into consideration.

To begin with, will you please prolong the time for reading? In the daytime, most of the students are having classes, so they can’t come to the library.

Moreover, some of the books on shelves are out of date.

If you are so kind as to provide us consideration.

Yours sincerely,

Li Ming

**英语建议信范文文题 第十四篇**

Dear Mr. Wang,

We’re so pleased that you are willing to share our views.

In the course of the general revision, what we need is solid foundation. As you know, we didn’t learn well enough in the first two years, so please slow down and make sure we have really mastered something. Besides, we need a little more time to think for ourselves. As for those important points which also make us confused, would you please give us more practice in case we forget? Meanwhile, we need your instruction, for example, in how to write in natural English. I still have another request: assign us less homework in order that we can do it more efficiently.

By the way, we often feel frustrated, which has a very bad effect on our study. We would appreciate it if you would give us some encouragement from time to time.

**英语建议信范文文题 第十五篇**

Dear Lily:

I think you had better feed a hamster,the trendiest kind of pet these days is the small hamster. People like them because they are quiet and clean. I have a hamster named Tom,it\'s very cute and easy to take care of,and it\'s cheaper than rabbits or cats,so I bought it. She\'s my best company,because she reads books and listens to music with me every with a hamster isn\'t always perfect,she sometimes noisy at night ,she love sleep all day,too. So,sometimes she is very boring! How do you think?

亲爱的莉莉

我想你最好养一只仓鼠，现在最流行的宠物是小仓鼠。人们喜欢他们，因为他们安静和干净。我有一只叫汤姆的仓鼠，它很可爱，很容易照顾，而且它比兔子或猫更便宜，所以我买了它。她是我最好的伴侣，因为她每天晚上和我一起看书听音乐。然而，只有一只仓鼠的生活并不总是完美的，她有时晚上很吵，她喜欢整天睡觉。所以，她有时很无聊!您觉得怎么样?

**英语建议信范文文题 第十六篇**

Dear editor,

I am Li Ming of Senior Three, Guangming Middle School. I am writing to tell you about some symptoms of anxiety among us students before exams.

Most of us feel nervous whenever we’re taking an important exam. Some will feel dizzy or tired, some will suffer from lack of sleep, and some will lose their appetite. In fact, all these symptoms have terrible effects on our exams and we are all eager to get rid of them.

First of all, in my opinion, it’s important for us to have a fight attitude towards exams. They are only a means of checking how we are getting along with our studies, so there is no need to worry too much about the results. Study hard every day and make careful plans for every exam. In this way we can avoid suffering from the pressure of exams.

Besides, enough sleep can make us energetic and enable us to perform well in an exam. Therefore, during the period of exams, we should not stay up too late. We can also try a warm bath or a cup of warm milk before going to bed. They might help us to have a sound sleep.

(We’d better go out for a walk or do some outdoor exercises before and during an exam so that we can keep ourselves relaxed and then concentrate ourselves on exams.)

Li Ming

**英语建议信范文文题 第十七篇**

I am Li Ming of Senior Three, Guangming Middle School. I am writing to tell you about some symptoms of anxiety among us students before exams.

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**英语建议信范文文题 第十八篇**

Dear Mr. Headmaster，

I am Li Yue, a student from class one,senior II. I am writing to draw your attention to some improper behavior among us students ： littering and scribbling. It makes our school dirty and unpleasant, and does harm to the image of our school. I always feel ashamed whenever I see this. It is clearly not appropriate for a student to litter and scribble about. I wonder if the school could place more dustbins around and set up specific rules against such behavior. At the same time, students should be encouraged to develop good habits and better behave themselves. I believe that, with the joint efforts of bother teachers and students,our school will become a more enjoyable place in the near future. Thank for your consideration.

Yours faithfully,

Li yue

**英语建议信范文文题 第十九篇**

Dear Manager, I’m writing in response to your invitation to guests who have recently stayed at your hotel to suggest ways in which you could further improve your service.

I was a guest at your hotel last month and I found that the level of customer service was excellent. Indeed, every member of your staff, from the manager to the room-cleaning maid, was, without exception, extremely polite and helpful. The standard of the rooms was far beyond what I had expected.

However, I found that the hotel restaurant stopped serving breakfast at 8:30am. As I was on holiday, I would have liked to take my breakfast at around 9:30, thus I was unable to do so.

I also spoke to several other guests who expressed the same disappointment. In addition, I feel that if you could supply newspapers in Chinese, the quality of stay for Chinese speakers, of whom the number has been on a steady rise in the past few years, would be considerably enhanced.

I would be happy to know if my suggestions have turned out to be useful in your constant improvement of your overall service. Looking forward to your reply.

Yours faithfully, Kenny Gao

建议函范文05-05

**英语建议信范文文题 第二十篇**

有关推荐信的参考和建议

首先，你需要递交来自不同老师或教师的两三封推荐信给所申请的学校。这三个替你写推荐信的人其中一位应该是你的班主任，另一位是英语老师，最后一位应该是关系比较好的老师或教授，而且全部都是要近两年教过你的人。但是，当你请求他们为你写推荐信的时候，大部分的老师，尤其是教授都非常忙或者没有足够的材料，这时候你就要争得同意去代表教授写推荐信然后得到他们的证明。

推荐信的真正意义是，一个老师或教授让你代表他或她的观点，证明你是适合在学习的领域深造的，这是非常肯定的一件事。

因此，对于申请者来说，最好的方式是给你的教授提供一个信息包作为背景资料去完成一封有效的推荐信。这个信息包主要包括的信息有：你申请的项目，你的成绩，认可的论文，其他的一些经历或者杰出研究的说明。老师和教授们经常会通过问问题的方式提供信息以此达到概括信息的目的\'。一些老师和教授甚至会问学生他们认为的最重要的是什么或这封推荐信能够为他们的申请做出什么贡献。这和学生自己起草一封推荐信有什么不同？

**英语建议信范文文题 第二十一篇**

Dear Sir/Madam,

I am writing to you about the voice-controlled alarm clock which I ordered through your mail order catalogue on July 15th. The alarm clock arrived safely six days ago and worked perfectly for the first few days but now it has gone wrong. When I shout at the alarm, it keeps on buzzing. I have read the instructions and I am sure that I have set the alarm correctly. I am returning the alarm clock with this letter and would be pleased if you could send me a new one or refund the money. I am looking forward to hearing from you soon.

Yours faithfully,

John Smith

**英语建议信范文文题 第二十二篇**

Dear Mary,

Thanks for your last letter. Im so glad that you have been able (at last! ) to arrange a holiday in Australia. As I fear I wont be able to meet you at the airport when you arrive, nor will I be able to be home until later in the afternoon, so here are some instructions and suggestions.

There is a bus from the airport to the city. It is much cheaper than a cab. Take the bus to the city and ask to get off at Town Hall railway station.

To get to my place in the eastern suburbs you have three options. You can either take a cab, a bus or the train. I suggest you take the train, since the airport bus will leave you right at the station. Get off at Cliff Station. From there you can either walk to my place (about ten minutes) or take a taxi. Probably you should take a taxi as you will have luggage.

When you arrive at my flat, ring the intercom for Flat 2. My friend Lillian will be at home and she will open the front door for you and let you into my you will be tired and want to sleep. But if you feel like some exercise after that long flight, you could stroll down to Cooper Park, which is only ten minutes away ? you can see it from the window.

Cheers and looking forward to seeing you.

Yours sincerely,

Annie

**英语建议信范文文题 第二十三篇**

Dear Lily,

I think you had better feed a hamster,the trendiest kind of pet these days is the small hamster. People like them because they are quiet and clean. I have a hamster named Tom,it\'s very cute and easy to take care of,and it\'s cheaper than rabbits or cats,so I bought it.

She\'s my best company,because she reads books and listens to music with me every with a hamster isn\'t always perfect,she sometimes noisy at night ,she love sleep all day,too. So,sometimes she is very boring! How do you think?

Yours,

Li Hua

**英语建议信范文文题 第二十四篇**

To Whom It May Concern,

As a student of this university, I would like to take the opportunity to express my appreciation for your kind assistance as always. Meanwhile, I feel that it would be beneficial to express my views concerning the quality of the library service.

In the first place, I find that most keyboards of the library computers are in poor operation, which brings much inconvenience to the users. I would also recommend the library to improve the efficiency of purchasing new books and subscribing to academic journals. Last but not least, the study rooms need to be furnished with a better lighting system.

I hope that you take my suggestions into serious consideration.

Yours sincerely

**英语建议信范文文题 第二十五篇**

1.标题:写“提案”或“关于XXX的提案”。

2.地址:打开你的脑袋，给谁写你的建议。

3.正文:由三部分组成。

第一，建议事情。

第二:提出建议的理由。

第三:解决方案。

4.存款:在右下角写下提出建议的人(公司)的名字和写作时间。

提案是个人、单位和有关方面为了开展某项工作、完成某项任务或开展某项活动，共同提出要做的事情或提出合理的意见和建议的一种文体，也称提案和意见。

提案是应用文的一种。它的内容非常广泛，比如弘扬雷锋精神，开展精神文明活动，帮助贫困山区的儿童学习，做拥军优属的积极分子。

面对群体时，提案带有建议，但主要是宣传鼓励对方去做，有一定的召唤性。提案面对领导和相关部门时，一般会对对方的工作提出自己的意见和建议，不要求对方去做。没有召唤。它与一般信件大致相同:

1、题目一般只写“提案”三个字，有时为了突出提案的具体内容，可以写“关于提案”。标题要用大一点的字体写在第一行的中间。

2.向你希望得到回应的人提出建议，并在你提出建议时写下这些人。写在第二行的顶框，后面跟着一个冒号。

3.正文是建议内容，应该从第三个空格开始写。先写提案理由，再写提案具体内容。内容多的可以分段写。

4.在右下角签名提议人的名字，即提出提议的团体或个人的名字。

5.日期写在提议者的名字下面。

**英语建议信范文文题 第二十六篇**

1.但不知道建议信的格式， 所以请英语好的同学给一篇建议信的例子

Letter of Suggestion Dear editor, I have read many articles on the school magazine. I find that almost all the essays on the school magazine are about the daily trifles in the 。

President,I am a student of Class Seven, Grade Two of our school. I 。 我想与你分享一些建议。我们都知道，学习是学生最重要的任务，所以我们有必要将大。

Letter of Suggestion Dear editor, I have read many articles on the school magazine. I find that almost all the essays on the school magazine are about the daily trifles in the campus. It is good for us to know the whole thing..。

5.建议信（一） 假定你是李华,你的朋友张柯发e-mail给你,就买什么样的英语词典想听听你的建议。请根据下列提示,用英语给他回一封120个词左右的e-mail,推荐他买电子词典。 1.方便、快捷;2.内置多部词典、能发音; 3.能储存资料;4.其他…… 建议信（二..。

**英语建议信范文文题 第二十七篇**

自我介绍： I am Li Hua, coming from a middle school, which is the best education institution in my beautiful city.

感谢信：I am writing this letter to express my sincere gratitude for your help.

道歉信：I am writing this letter to express my apology for any inconvenience caused.

询问信：I am writing this letter to see if it is possible for you to provide me with some imformation which is very important to me.

建议信：I am writing this letter to make some conductive suggestions.

邀请信：I am writing this letter to invite you to come with us in an important issue.

请求信：I am writing to ask whether you can do me a favor.

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