# 英语写信作文

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*第一篇：英语写信作文A letter to a SchoolmateJune 23, 2001Dear Xiao Wang,I am delighted to know that you will be able to visit me ...*

**第一篇：英语写信作文**

A letter to a Schoolmate

June 23, 2025

Dear Xiao Wang,I am delighted to know that you will be able to visit me for a week during the National Day holiday.I am looking forward to your visit and to the opportunity to catch up.Welcome to my home in Nanjing!

As you know, Nanjing has many places of interest to see, to discover, and to enjoy.Among its historical

sites are stone city wall, the Confucius Temple with its magnificent night view, and Dr.Sun Yetsen\'s

Mausoleum.With all its universities, Nanjing is a cultural center, offering an abundance of artistic and

musical performances.It\'s also a city of beautiful gardens and parks, such as the Xuanwu Lake Park.With all

these features, we will have a fun-filled week, especially that in early-October, there are many sunny and

mild days for outdoor activities.So, I would suggest visiting these places first, and deciding on the others

as our week develops.Finally, since at this time of the year the weather gets a little chilly in the evening, I would suggest that you

bring some warm clothing with you.Also, as there will be crowds of people at the stations and on the trains, youneed to be very careful with your belongings!

Best wishes for a pleasant journey!

Yours,Dear wang qiang:

Recently? Wuxi development have a nice day today?

I\'m very glad to learn that you have to prepare the university entrance exam, nervous? I am sure that you will overcome all difficulties, come on, you can do to get good grades.I plan to go to wuxi and to visit the town for a few days, I will take the train to May 1, 6 o \'clock in the morning, afternoon you to the station to meet me, probably in wuxi for four to five days, please help arrange 1 to 4 accommodation, I hope the hotel can best near downtown, the room need not too big, but can small some, but not too expensive.Another thing, would you please help me help set 5 th the train ticket back to Shanghai.Looking forward to meet with you

jack

作文：介绍产品

范例：题目：对电子辞典进行产品介绍

假如你是某公司的产品推销员,请用英语完成下面的产品介绍:

1.产品名称:INSTANT-DICT

2.产地:中国香港

3.厂家:Hongyun Company Ltd.4.产品特点:电子辞典,储存有一百万英语单词和短语.采用该公司20年的研究成果,由高级电脑科技控制,用轻金属制成,体小,携带方便,操作简单,价格合理.注意:词数100左右.One possible version:

INSTANT-DICT is an e-dictionary made in Hong Kong, China.It is the latest product of Hongyun Company Ltd.with a large vocabulary of I million words and phrases stored in it.So you can look up any word you meet in your Senior period.INSTANT-DICT is controlled by advanced computer technology which is also the latest technical result of the company\'s 20-year research.The body of the INSTANT-DICT is made of light metal.Therefore it is small in size and convenient to carry;besides, it is easy to operate.The price is reasonable.It is a wise choice for English learners

**第二篇：英语作文写信格式**

英语作文中书信的格式

a 信头(heading)

信头包括写信人地址和写信日期，通常写在信笺的右上角。在比较熟识的朋友之间的通信，写信人的地址常可略去。本课的信头就只写了写信日期，而没有写信人的地址。日期通常有下列两种定法：

(a)月、日、年：如august 15, 200\_\_

(b)日、月、年：如15th august, 200\_\_

地址的写法通常是由小到大，如：门牌号、街道名、市(县)名、省名、国名(邮政编码通常写在城市名之后)。这同中文书信的地址写法完全相反。地址可以写1～3行，日期写在地址的下方(见信笺格式)。

b 称呼(salutation)

称呼指写信人对收信人的称呼，如dear xiaojun，写在信头的下方和信笺的左边。称呼一般用dear或my dear开头，称呼后一般用逗号。

c 正文(body)

这是书信的主体部分，即写信人要表达的内容。正文要求文字通顺，层次分明，表意清楚。可以手书，也可以打写。

d 结束语(complimentary close)

它是书信结尾的恭维话，相当于文中书信最后的祝好、致礼之类的话语。本课书信中的best wishes(致以最好的祝愿)就是结束语。

e 签名(signature)

签名通常签在结束语下方的中间偏右的位置，如本课信中的charlie。签名应是亲笔书写，即使是打写机打出的信件，最后仍需亲笔签名。在签名的上方可根据写信人和收信人的关系写上sincerely yours/yours sincerely(用于长辈或朋友之间)，或respectfully yours/yours respectfully(用于对长辈或上级)。

1、信头(heading)

指发信人的姓名(单位名称)、地址和日期，一般写在信纸的右上角。一般公函或商业信函的信纸上都印有单位或公司的名称、地址、电话号码等，因此就只需在信头下面的右边写上写信日期就可以了。

英文地址的写法与中文完全不同，地址的名称按从小到大的顺序：第一行写门牌号码和街名;第二行写县、市、省、州、邮编、国名;然后再写日期。标点符号一般在每一行的末尾都不用，但在每一行的之间，该用的还要用，例如在写日期的时候。

日期的写法，如1997年7月30日，英文为：july 30，1997(最为普遍);july 30th，1997;30th july，1997等。1997不可写成97。

2、信内地址(inside address)

在一般的社交信中，信内收信人的地址通常省略，但是在公务信函中不能。将收信人的姓名、地址等写在信头日期下方的左角上，要求与对信头的要求一样，不必再写日期。例如：

3、称呼(salutation)

是写信人对收信人的称呼用语。位置在信内地址下方一、二行的地方，从该行的顶格写起，在称呼后面一般用逗号(英国式)，也可以用冒号(美国式)。

(1)写给亲人、亲戚和关系密切的朋友时，用dear或my dear再加上表示亲属关系的称呼或直称其名(这里指名字，不是姓氏)。例如：my dear father，dear tom等。

(2)写给公务上的信函用dear madam，dear sir或gentleman(gentlemen)。注意：dear纯属公务上往来的客气形式。gentlemen总是以复数形式出现，前不加dear，是dear sir的复数形式。

(3)写给收信人的信，也可用头衔、职位、职称、学位等再加姓氏或姓氏和名字。例如：dear prof.tim scales, dear dr.john smith。

4、正文(body of the letter)

位置在下面称呼语隔一行，是信的核心部分。因此要求正文层次分明、简单易懂。和中文信不同的是，正文中一般不用hello!(你好!)

正文有缩进式和齐头式两种。每段书信第一行的第一个字母稍微向右缩进些，通常以五个字母为宜，每段第二行从左面顶格写起，这就是缩进式。

但美国人写信各段落往往不用缩进式，用齐头式，即每一行都从左面顶格写起。商务信件大都采用齐头式的写法。

5、结束语(complimentary close)

在正文下面的一、二行处，从信纸的中间偏右处开始，第一个词开头要大写，句末用逗号。不同的对象，结束语的写法也不同。

(1)写给家人、亲戚，用your loving grandfather，lovingly yours，lovingly等;

(2)写给熟人、朋友，用yours cordially，yours affectionately等;

(3)写业务信函用truely yours(yours truely)，faithfully yours(yours faithfully)等;

(4)对上级、长辈用yours obediently(obediently yours)，yours respectfully(respectfully yours)等。

6、签名(signature)

低于结束语一至二行，从信纸中间偏右的地方开始，在结束语的正下方，在签完名字的下面还要有用打字机打出的名字，以便识别。职务、职称可打在名字的下面。当然，写给亲朋好友的信，就不必再打了。

7、附言(postscript)

一封信写完了，突然又想起遗漏的事情，这时用p.s.表示，再写上遗漏的话即可，要长话短说。通常在信末签名下面几行的左方，应于正文齐头。

注意：在正式的信函中，应避免使用附言。

8、附件(enclosure)

信件如果有附件，可在信纸的左下角，注上encl：或enc：，例如：encl：2 photos(内附两张照片)。如果福建附件不止一项，应写成encl：或encs。

我们有时可看到在称呼与正文之间有re：或subject：(事由)字样。一般在信纸的中间，也可与称呼对齐。还应在底下加横线，以引起读信人的注意，使收信人便于在读信之前就可了解信中的主要内容。事由一般在公务信函中使用，也可以省略。

**第三篇：英语作文写信格式**

蓝天外语培训http://www.feisuxsplimentary close)、署名(Signature)和附 言(P.S.)。

英语作文写信格式之逐项介绍及注意事项 就英语作文书信格式而言，蓝天外语的老师给出了介绍。信头，指的是写信人的地址。但是，地址的写法与中文的有区别，顺序应该从小到大。写日期的时候应注意，年份要写完整，月份除了May, July外，其他的月份可以使用缩写，但是不能使用数字来表示。写收信人姓名及地址的时候要注意使用称号，如对普通男子用Mr,对未婚女子用Miss,对已婚女子用Mrs等。称呼是指对收信人的称呼，一般会使用Dear„.信文是信的主要内容，也是信的主体部分。署名的时候一般使用Yours, „.附言是当写信人突然想起还有事情要说的时候，在信的署名下面写上P.S., 然后写上要补充的内容即可。

**第四篇：英语写信作文**

1、推荐信

Dear Brown,It is my pleasure to recommend Li Ming, my good friend, for his application to work in your company.Li Ming graduated from Beijing Industry University.His major is Computer Software.During the four years\'study he has done a good job.Every year he got the first grade scholarship.And he also has got the title of the Excellent Graduate.He is an enthusiastic and progressive young man with high potentiality.He is not only quick at learning but also good at solving difficult problems with logical mind.I am sure that it will benefit your company if he can work for your company.I strongly recommend him to your company.Yours,Wang Lin

亲爱的布朗：

我很高兴推荐我的好朋友李明在您的公司工作。李明毕业于北京工业大学。他的专业是计算机软件。在四年的学习中，他的功课非常优秀。每年他都获得一等奖学金，而且他已经获得了优秀毕业生的称号。

他是一个热情、积极上进、具有很大潜力的年轻人。他不仅学习快而且善于用逻辑解决难题。我相信如果他能进入你们公司工作，会给你们公司带来很多好处。我强力推荐他到你们公司。

您的朋友

王林

Dear Brown,I am very glad to recommend Li Ming, my good friend, for a job in your company.He is a graduate from Beijing Industry University.His major is Computer Software.In the past four years he has got the first grade scholarship for four times.And this year he got the title of the Excellent Graduate.He not only studies well but also has great capacity.He is good at solving difficult problems with logical mind.I think that he has great potentialities.If he can join the company, he will be able to give full play to his talent.And your company will also be greatly benefited.I strongly recommend Li Ming to your company.Yours,Wang

Lin

亲爱的布朗，我很高兴推荐我的好朋友李明在您的公司工作。李明是北京工业大学的一名毕业生。他的专业是计算机。在过去四年里，他得了四次一等奖学金，而且今年他获得了优秀毕业生的称号。

他不仅学习好而且有很强的能力。他善于用逻辑解决难题，我认为他有很大潜力。如果他能进入你们公司工作，他就能够展现他的才能，你们公司也会受益匪浅。我强力推荐他到你们公司。

您的朋友

王林

2、求职信

Dear Sir or Madam,I have learned from an advertisement that your company is in need of a secretary.I would like you to consider me for the position.My name is Li Min.I am twenty-three years old.I am studying business management in Xiamen University.I will graduate this summer.I am familiar with computer operation and office softwares, which can help me do the office work very well.And I have learned English for ten years.In the past two years, I have been an editor for the English Paper of my department.My grades come out top in my department.What\'s more, I like office work very much and I also think that I can be competent for the job.If I could have the opportunity to get the job I will be quite appreciative.Thank you for your consideration.I look forward to hearing from you.Yours faithfully

Li Min

亲爱的先生或女士：

我从一则广告上得知你们公司需要秘书。我希望您考虑一下我。我叫李敏，23岁，现在在厦门大学学习经济管理，今年夏季即将毕业。我精通计算机操作及办公软件的使用，这可以帮助我做好办公室工作。我学了十

年英语。在过去的两年里我一直担任本系英语报的一名编辑。我的成绩在系里名列前茅。另外，我非常喜欢办公室工作并且我也认为我能胜任这个工作。如果我能有机会得到这份工作，我会非常感激。

谢谢您的考虑。我盼望着您的回信。

您忠实的朋友

李敏

Dear Sir or Madam,In an advertisement I know that your company is in need of a secretary.I would like to apply for the job.I am a student of business management in Xiamen University.My name is Li Min.I am twenty-three years old and will graduate this summer.I am able to operate computer skillfully.I think this is very important for office work.I have learned English for ten years.I am very good at English, so I have been an editor of my department\'s English Paper in the past two years.My grades are among the best ones in my department.Besides,I like office work very much and I can be competent in it.I will be quite appreciative if I am offered the opportunity.Thank you for your consideration.I wish to get your answer soon.Yours faithfully

Li Min

亲爱的先生或女士：

我从一则广告上得知你们公司需要秘书，我打算申请这份工作。

我是厦门大学经济管理系的学生。我叫李敏，23岁，今年夏季即将毕业。我能熟练运用计算机。我认为这一点对于办公室工作是非常重要的。我学了十年英语。我英语很好，所以在过去的两年里我一直是本系英语报的一名编辑。我的成绩在系里名列前茅。另外，我非常喜欢办公室工作而且我能胜任这个工作。如果我得到这个机会，我会非常感激。

谢谢您的考虑。我希望不久就得到您的回信。

您忠实的朋友

李敏

3、感谢信

Dear Mr.John,How are things going with you in Beijing?

I am writing to show my thanks to you.You tutored me in my spoken English before you went to Beijing.With your help I made such rapid progress that I won the first place in the Spoken English Competition of the city.My achievement is owed to your help.Thank you very much.I have heard that you and your wife will pay a visit to my school.I am very glad at the news.In that case we can see each other again.I am looking forward to your coming.I am sending you a telescope as a small gift.I hope you will like it.All the best.Yours,Liu Jie

亲爱的约翰先生：

您在北京过得怎么样?

我写信向您表达我的谢意。去北京前您辅导我的英语口语。在您的帮助下我很快取得进步，所以能在市里举办的英语口语比赛中取得第一名。我的成绩应该归功于您的帮助。非常感谢。

我听说您和您的夫人要来我们学校访问。听到这个消息我非常高兴。那样的话我们就又可以见面了。期盼着您的到来。我给您寄去一件小礼物“望远镜”。希望您喜欢。

万事如意。

您的朋友

刘杰

Dear Mr.John,How are you getting on in Beijing?I am writing to tell you a piece of good news.I am the champion of the Spoken English Competition held in the city.The success is owed to your help.Before you went to Beijing you spent much time

on my spoken English so that I made great progress in it.As a result I got the first place in the competition.Thanks a lot.I heard that you and your wife would visit my school.I am very happy and expect to see you soon.I am sending you a telescope as a small gift.I hope you will like it.Best wishes.Yours,Liu Jie

亲爱的约翰先生：

您在北京过得怎么样?

我写信告诉您一个好消息。我在市里举办的英语口语比赛中取得第一名。我，的成功归功于您的帮助。您花了很长时间辅导我英语口语，我因此取得很大进步并且获得比赛的第一名。多谢。

我听说您和您的夫人要来我们学校访问。我非常高兴并期望很快见到您。我给您寄去一件小礼物“望远镜”。希望您喜欢。

一切顺利。

您的朋友

刘杰

4、公开信

Dear Editor,I\'m writing to tell you about the discussion on whether an entrance fee should be charged for parks.Opinions vary from person to person on this issue.50% of the students disagree with the idea of entrance fees.In their opinion, parks are public places where all the people can have a rest and enjoy themselves.So if an entrance fee is charged, some people will surely be kept away from the park.Besides, in order to charge entrance fees,gates and walls must be built.They think that it will do harm to the appearance of a city.40% of the students agree with the idea of entrance fees, because the gardeners need to be paid and new plants and flowers need to be bought.But fees should be charged reasonably.Yours truly,XXX

亲爱的编辑:

我写信告诉您关于公园是否要收门票的讨论结果。在这个问题上，意见有分歧。

60％的学生不同意收费。他们认为公园是公共场所，所有人都可以在那休息娱乐。所以如果收门票，必然有些人会被拒之门外。另外，为了收门票，就得建大门和围墙，他们认为这会破坏城市的形象。

40％的学生同意收门票。因为需要付给园丁工资，而且需要购进新的花木。但是收费应该合理。

您真正的朋友

XXX

Dear Editor,I\'m writing to tell you about the discussion on whether an entrance fee should be charged for parks.Opinions vary from person to person on this issue.60% of the students oppose the idea of entrance fees.They believe everyone can go to parks for rest and fun because parks are public places.But an entrance fee may keep some people/tway from the park.Besides, in order to charge entrance fees,it is necessary to build gates and walls, which will do harm to the appearance of a city.40% of the students approve of the idea of entrance fees, because money is needed to pay the gardeners and to buy new plants and flowers.But fees should be charged reasonably.Yours truly,XXX

亲爱的编辑：

我写信告诉您关于公园是否要收门票的讨论结果。在这个问题上，意见有分歧。

60％的学生不同意收费。他们相信每个人都可以去公园休息娱乐，因为公园是公共场所。但是门票会把一些人拒之门外。另外，为了收门票，就必须建大门和围墙，然而这会破坏城市的形象。

40％的学生同意收门票。因为需要钱付给园丁工资和购进新的花木。但是收费应该合理。

您真正的朋友

XXX5、给校长的信

Dear Headmaster,As the minister of students\' life in the Student Union, I am writing to you to reflect something about our canteen.To our satisfaction, the canteen supplies us with various kinds of food.This gives us many choices.At the same time the price for the food is low and the food is tasty.And the surroundings for having a meal have been improved.The canteen has become clean.And when we are eating, we can watch TV.But something unsatisfactory exists, too.For example, the quantity of a helping is less than it should be.This is unfair.And in the canteen, the seats are not enough.Some students have to stand while eating.We hope that the school will consider addingmore seats for us.Finally we hope that they can improve the quality of the food and their service.We will be very happy if our advice is taken.Yours respectfully,XXX

尊敬的校长：

作为学生会生活部部长，我给您写信反映食堂的情况。

令我们满意的是，食堂提供很多种类的食物，这给了我们很多选择。同时饭菜价格便宜，味道可口，而且就餐环境也改善了。食堂干净了。我们吃饭时还可以看电视。

但是令人不满意的方面也存在。例如，食物分量不足，这是不公平的。并且食堂的座位不够，一些学生不得不站着吃。我们希望学校会考虑增添些座位。

最后我们希望他们能改进饭菜的质量，改善服务。我们的建议若被采纳我们会非常高兴。

尊敬您的XXX6、给泰勒先生的信

Dear Mr.Taylor,I am a student from X X Middle School.We met some difficulty.Our teacher, Ms Wang, told us that we could write to you for help.Here is the problem.The English Club of our school will hold Drama Night on October 20th.We want to take part in it very much.But we have some difficulty in choosing the play, because we can only spend about forty minutes in acting the play and the play should not be too difficult and should be related to the school life.We know little about British drama, so it is too difficult for us to choose the play.You are an expert in British drama, so could you choose one for us please?

We are eager to get your early answer.We will appreciate any of your help.Yours sincerely,Li Hua

亲爱的泰勒先生，我是来自KX中学的学生。我们遇到了一些困难。我们的老师王女士告诉我们可以给您写信求助。下面是我们的问题。我们学校的英语俱乐部将在10月20日举行“戏剧之夜”。我们非常想参加。但是在选择剧目上有困难。因为我们只能用40分钟左右来完成表演，而且剧本不能太难，并要跟校园生活有关。我们对英国戏剧了解很少，因此我们很难选剧本。您是英国戏剧方面的专家，您能帮我们选择一个吗？

我们急切盼望着你的回信。我们会非常感谢您的帮助。

您诚挚的朋友

李华

7、给市长的信

假如你是 Tom，是某中学的在校学生，你给市长写封信，反映学校周围的环境问题。

1.学校周围存在一个市场，噪音、空气污染严重；

2.小商贩（peddler）经常出入学校，影响学生上课；

3.受市场影响，部分学生弃学从商；

4.要求搬迁市场。

要求：

1.词数： 100 左右；

2.论点明确，论证合乎逻辑。

〔内容要点〕

1.噪音空气污染严重：

noise and air pollution are serious

2.商贩出入学校：

peddler often go in and out of school

3.部分学生弃学从商：

give up schooling and to be in-business

4.要求市场搬迁：

ask the market to be moved

〔例题分析〕

本文要求考生陈述市场需要搬迁的理由，并进行论证，使之有理有据。本文对于培养学生观察、分析问题的能力及关心他人，关心社会具有积极的意义。

〔参考范文〕

Mr Mayor，We strongly ask the market near our school to be moved.It lies in three reasons.First，some noise and air pollution make us unable to fix our attention on study.Second，so many peddlers often go in and out of our school freely that we can\'t listen to our lessons clearly which is likely to be dangerous to us.At last，I\'ll say that some of the students begin to give up schooling and to be in-business，affected by the market.We are looking forward to your answer.Yours，Tom8、给国外朋友的信

To Dick

Dear Dick,How time flies!I\'m very glad to hear from you again.You want to know what is going on in schools in China.In a word, everything has changed.Every school takes part in the campaign of reducing learning load.In the past, I used to study until 11,30 at weekends.But now I can arrange things\' on my own, such as reading books, visiting museums, or taking computer lessons in my weekend days.In the evenihg I can watch news on TV, orread newspapers.What\'s more, my parents support me.They said although I was a student, I didn\'t have to work all day long.I think the idea of reducing learning load is well accepted by everyone.Best wishes.Yours,Li Hua

给Dick的一封信

亲爱的Dick：

时间过得真快啊!很高兴又收到你的信。你说你想知道现在中国学校的有关情况。总而言之，一切都发生了改变。每所学校都参与到减负活动中来了。过去，我周末通常学习到深夜11：30，但是现在，我可以安排自己的事情，比如看书、参观博物馆，或者参加电脑培训班。晚上我还可以看电视新闻或看看报纸。而且，我的父母还很支持我，他们说虽然我还是个学生，但是也不必成天到晚都学习。我觉得减负这一概念很能为大家接受。致以最美好的祝福!

李华

**第五篇：英语写信作文**

1、推荐信

Dear Brown,It is my pleasure to recommend Li Ming, my good friend, for his application to work in your company.Li Ming graduated from Beijing Industry University.His major is Computer Software.During the four years\'study he has done a good job.Every year he got the first grade scholarship.And he also has got the title of the Excellent Graduate.He is an enthusiastic and progressive young man with high potentiality.He is not only quick at learning but also good at solving difficult problems with logical mind.I am sure that it will benefit your company if he can work for your company.I strongly recommend him to your company.Yours,Wang Lin

亲爱的布朗：

我很高兴推荐我的好朋友李明在您的公司工作。李明毕业于北京工业大学。他的专业是计算机软件。在四年的学习中，他的功课非常优秀。每年他都获得一等奖学金，而且他已经获得了优秀毕业生的称号。

他是一个热情、积极上进、具有很大潜力的年轻人。他不仅学习快而且善于用逻辑解决难题。我相信如果他能进入你们公司工作，会给你们公司带来很多好处。我强力推荐他到你们公司。

您的朋友

王林

Dear Brown,I am very glad to recommend Li Ming, my good friend, for a job in your company.He is a graduate from Beijing Industry University.His major is Computer Software.In the past four years he has got the first grade scholarship for four times.And this year he got the title of the Excellent Graduate.He not only studies well but also has great capacity.He is good at solving difficult problems with logical mind.I think that he has great potentialities.If he can join the company, he will be able to give full play to his talent.And your company will also be greatly benefited.I strongly recommend Li Ming to your company.Yours,Wang

Lin

亲爱的布朗，我很高兴推荐我的好朋友李明在您的公司工作。李明是北京工业大学的一名毕业生。他的专业是计算机。在过去四年里，他得了四次一等奖学金，而且今年他获得了优秀毕业生的称号。

他不仅学习好而且有很强的能力。他善于用逻辑解决难题，我认为他有很大潜力。如果他能进入你们公司工作，他就能够展现他的才能，你们公司也会受益匪浅。我强力推荐他到你们公司。

您的朋友

王林

2、求职信

Dear Sir or Madam,I have learned from an advertisement that your company is in need of a secretary.I would like you to consider me for the position.My name is Li Min.I am twenty-three years old.I am studying business management in Xiamen University.I will graduate this summer.I am familiar with computer operation and office softwares, which can help me do the office work very well.And I have learned English for ten years.In the past two years, I have been an editor for the English Paper of my department.My grades come out top in my department.What\'s more, I like office work very much and I also think that I can be competent for the job.If I could have the opportunity to get the job I will be quite appreciative.Thank you for your consideration.I look forward to hearing from you.Yours faithfully

Li Min

亲爱的先生或女士：

我从一则广告上得知你们公司需要秘书。我希望您考虑一下我。我叫李敏，23岁，现在在厦门大学学习经济管理，今年夏季即将毕业。我精通计算机操作及办公软件的使用，这可以帮助我做好办公室工作。我学了十年英语。在过去的两年里我一直担任本系英语报的一名编辑。我的成绩在系里名列前茅。另外，我非常喜欢办公室工作并且我也认为我能胜任这个工作。如果我能有机会得到这份工作，我会非常感激。

谢谢您的考虑。我盼望着您的回信。

您忠实的朋友

李敏

Dear Sir or Madam,In an advertisement I know that your company is in need of a secretary.I would like to apply for the job.I am a student of business management in Xiamen University.My name is Li Min.I am twenty-three years old and will graduate this summer.I am able to operate computer skillfully.I think this is very important for office work.I have learned English for ten years.I am very good at English, so I have been an editor of my department\'s English Paper in the past two years.My grades are among the best ones in my department.Besides,I like office work very much and I can be competent in it.I will be quite appreciative if I am offered the opportunity.Thank you for your consideration.I wish to get your answer soon.Yours faithfully

Li Min

亲爱的先生或女士：

我从一则广告上得知你们公司需要秘书，我打算申请这份工作。

我是厦门大学经济管理系的学生。我叫李敏，23岁，今年夏季即将毕业。我能熟练运用计算机。我认为这一点对于办公室工作是非常重要的。我学了十年英语。我英语很好，所以在过去的两年里我一直是本系英语报的一名编辑。我的成绩在系里名列前茅。另外，我非常喜欢办公室工作而且我能胜任这个工作。如果我得到这个机会，我会非常感激。

谢谢您的考虑。我希望不久就得到您的回信。您忠实的朋友李敏

3、感谢信

Dear Mr.John,How are things going with you in Beijing?

I am writing to show my thanks to you.You tutored me in my spoken English before you went to Beijing.With your help I made such rapid progress that I won the first place in the Spoken English Competition of the city.My achievement is owed to your help.Thank you very much.I have heard that you and your wife will pay a visit to my school.I am very glad at the news.In that case we can see each other again.I am looking forward to your coming.I am sending you a telescope as a small gift.I hope you will like it.All the best.Yours,Liu Jie

亲爱的约翰先生：您在北京过得怎么样?

我写信向您表达我的谢意。去北京前您辅导我的英语口语。在您的帮助下我很快取得进步，所以能在市里举办的英语口语比赛中取得第一名。我的成绩应该归功于您的帮助。非常感谢。

我听说您和您的夫人要来我们学校访问。听到这个消息我非常高兴。那样的话我们就又可以见面了。期盼着您的到来。我给您寄去一件小礼物“望远镜”。希望您喜欢。万事如意。

您的朋友

刘杰

Dear Mr.John,How are you getting on in Beijing?I am writing to tell you a piece of good news.I am the champion of the Spoken English Competition held in the city.The success is owed to your help.Before you went to Beijing you spent much time on my spoken English so that I made great progress in it.As a result I got the first place in the competition.Thanks a lot.I heard that you and your wife would visit my school.I am very happy and expect to see you soon.I am sending you a telescope as a small gift.I hope you will like it.Best wishes.Yours, Liu Jie

亲爱的约翰先生：您在北京过得怎么样?

我写信告诉您一个好消息。我在市里举办的英语口语比赛中取得第一名。我，的成功归功于您的帮助。您花了很长时间辅导我英语口语，我因此取得很大进步并且获得比赛的第一名。多谢。

我听说您和您的夫人要来我们学校访问。我非常高兴并期望很快见到您。我给您寄去一件小礼物“望远镜”。希望您喜欢。一切顺利。

您的朋友

刘杰

4、公开信

Dear Editor,I\'m writing to tell you about the discussion on whether an entrance fee should be charged for parks.Opinions vary from person to person on this issue.50% of the students disagree with the idea of entrance fees.In their opinion, parks are public places where all the people can have a rest and enjoy themselves.So if an entrance fee is charged, some people will surely be kept away from the park.Besides, in order to charge entrance fees,gates and walls must be built.They think that it will do harm to the appearance of a city.40% of the students agree with the idea of entrance fees, because the gardeners need to be paid and new plants and flowers need to be bought.But fees should be charged reasonably.Yours truly,XXX

亲爱的编辑:

我写信告诉您关于公园是否要收门票的讨论结果。在这个问题上，意见有分歧。

60％的学生不同意收费。他们认为公园是公共场所，所有人都可以在那休息娱乐。所以如果收门票，必然有些人会被拒之门外。另外，为了收门票，就得建大门和围墙，他们认为这会破坏城市的形象。

40％的学生同意收门票。因为需要付给园丁工资，而且需要购进新的花木。但是收费应该合理。

您真正的朋友

XXX

Dear Editor,I\'m writing to tell you about the discussion on whether an entrance fee should be charged for parks.Opinions vary from person to person on this issue.60% of the students oppose the idea of entrance fees.They believe everyone can go to parks for rest and fun because parks are public places.But an entrance fee may keep some people/tway from the park.Besides, in order to charge entrance fees,it is necessary to build gates and walls, which will do harm to the appearance of a city.40% of the students approve of the idea of entrance fees, because money is needed to pay the gardeners and to buy new plants and flowers.But fees should be charged reasonably.Yours truly,XXX

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我写信告诉您关于公园是否要收门票的讨论结果。在这个问题上，意见有分歧。

60％的学生不同意收费。他们相信每个人都可以去公园休息娱乐，因为公园是公共场所。但是门票会把一些人拒之门外。另外，为了收门票，就必须建大门和围墙，然而这会破坏城市的形象。

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您真正的朋友

XXX5、给校长的信

Dear Headmaster,As the minister of students\' life in the Student Union, I am writing to you to reflect something about our canteen.To our satisfaction, the canteen supplies us with various kinds of food.This gives us many choices.At the same time the price for the food is low and the food is tasty.And the surroundings for having a meal have been improved.The canteen has become clean.And when we are eating, we can watch TV.But something unsatisfactory exists, too.For example, the quantity of a helping is less than it should be.This is unfair.And in the canteen, the seats are not enough.Some students have to stand while eating.We hope that the school will consider addingmore

seats for us.Finally we hope that they can improve the quality of the food and their service.We will be very happy if our advice is taken.Yours respectfully,XXX

尊敬的校长：

作为学生会生活部部长，我给您写信反映食堂的情况。

令我们满意的是，食堂提供很多种类的食物，这给了我们很多选择。同时饭菜价格便宜，味道可口，而且就餐环境也改善了。食堂干净了。我们吃饭时还可以看电视。但是令人不满意的方面也存在。例如，食物分量不足，这是不公平的。并且食堂的座位不够，一些学生不得不站着吃。我们希望学校会考虑增添些座位。最后我们希望他们能改进饭菜的质量，改善服务。我们的建议若被采纳我们会非常高兴。

尊敬您的XXX6、给泰勒先生的信

Dear Mr.Taylor,I am a student from X X Middle School.We met some difficulty.Our teacher, Ms Wang, told us that we could write to you for help.Here is the problem.The English Club of our school will hold Drama Night on October 20th.We want to take part in it very much.But we have some difficulty in choosing the play, because we can only spend about forty minutes in acting the play and the play should not be too difficult and should be related to the school life.We know little about British drama, so it is too difficult for us to choose the play.You are an expert in British drama, so could you choose one for us please?We are eager to get your early answer.We will appreciate any of your help.Yours sincerely,Li Hua

亲爱的泰勒先生，我是来自KX中学的学生。我们遇到了一些困难。我们的老师王女士告诉我们可以给您写信求助。

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您诚挚的朋友

李华

7、给市长的信

〔参考范文〕Mr Mayor，We strongly ask the market near our school to be moved.It lies in three reasons.First，some noise and air pollution make us unable to fix our attention on study.Second，so many peddlers often go in and out of our school freely that we can\'t listen to our lessons clearly which is likely to be dangerous to us.At last，I\'ll say that some of the students begin to give up schooling and to be in-business，affected by the market.We are looking forward to your answer.Yours，Tom8、给国外朋友的信

To DickDear Dick,How time flies!I\'m very glad to hear from you again.You want to know what is going on in schools in China.In a word, everything has changed.Every school takes part in the campaign of reducing learning load.In the past, I used to study until 11,30 at weekends.But now I can arrange things\' on my own, such as reading books, visiting museums, or taking computer lessons in my weekend days.In the evenihg I can watch news on TV, orread newspapers.What\'s more, my parents support me.They said although I was a student, I didn\'t have to work all day long.I think the idea of reducing learning load is well accepted by everyone.Best wishes.Yours,Li Hua

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1篇

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DearSam,I\'mverygladtohearthatyou\'lltraveltoChinanextmonth.NowI\'lltellyousomethingaboutthegreatestplacesofinterestinoutcountry.First,BeijingisthecapitalcityofChina.Therearesomanyamazingplacesyoucannotmiss.Forexample,theTen-thousand-liGreatWall--oneofthesevenwondersintheworld;thePalaceMuseum--theImperialPalaceoftheQingDynasty;Yuanmingyuan--aworld--famousimperialgarden.Second,you\'dbettergotoXi\'anofShanxiprovincefortheTerraCottaWarriorsliesthere.AndyoumayalsogotoHuashan--adangerouslysteepmountain.It\'snotfarfromXi\'an

AtlastIhopeyou\'llpayavisittoHunan.HunanaisfamousforZhangjiajie,aplacewithbeautifulmountainsandrivers.Bytheway,haveyoueverheardofMaozedong?HewaoneofthegreatestleadersinChinesehistory.AndifyoucometoShaoshan--hishometown,you\'llknowmoreabouthim.Oh,Imuststopnow,Ihavetogetreadyformyfinalexams Goodluck!4篇 Deareditor,I’mamiddleschoolstudent.Ioncehadaveryhappyfamily,buteverythinghaschangedbecauseofmyfather.Heusedtobeaverygooddoctorandwasoftenpraisedbyhispatients.Hetookgoodcareofthefamilyandsharedthe

houseworkwithmymothereveryday.However,heisnowquiteadifferentperson.Heplaysmahjongallnightandoftenquarrelswithmymother.Ijustcan’tconcentrateonmystudiesandmygradesarecomingdown.I’mverymuchworriedandI’mafraiditwilldestroymyfamilyaswellasmyfather

Couldyouhelpmewhattodo?I’mlookingforwardtoyourreply.Thankyouverymuch.LiHua 5篇

Hello Tom,Great!You are coming to China!If you are coming to Beijing, the Great Wall is the place that you must go.If you like mountains and lakes, go to Tibet and see for yourself!Zhang Jia Jie also has great mountains.But those mountains are different.You will be amazed when you see them!If you like the ocean and sunshine, go to Hainan Island and enjoy!And if you want to see some old buildings of China, Feng Huang is a nice small town to go.Wish you a great trip!

Y

our friend Li Hua

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