# 英语作文结尾书信格式范文通用5篇

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*英语作文结尾书信格式范文 第一篇在信的开头常用以下客套话How are you?how are you getting on recently?how are you getting on/ along with。many thanks f...*

**英语作文结尾书信格式范文 第一篇**

在信的开头常用以下客套话

How are you?

how are you getting on recently?

how are you getting on/ along with。

many thanks for your last kind letter

i was so happy to see your hanndwriting

best wishes to you

good luck to you

looking forward to hearing from you

please give my best wishes to。

wish you good health and happiness

**英语作文结尾书信格式范文 第二篇**

Formulate a smoking policy for your office which is fair to both smokers and nonsmokers. Write a 40-50 word memo informing all staff of the policy.

提示：

我们需要确定，如果我是公司职员，我要在这篇memo中获得什么信息?是不是要知道：

1.新的吸烟政策从什么时候开始;

2.吸烟区划定在什么地方?

to: All Staff

from: Susuan Wu

To creat a nonsmoking office room, we hope that smoking is forbidden in the work office from . Would you please enjoy your smoking in the Launch by closing the office door.

Thank you for your coperation.

名师指导：

To: All staff

From: Sarah Buffay

As you all know, there is an increasing dispute about smoking in the office. Now we\'d like to formulate a policy both fair to smokers and nonsmokers: The vacant room 408 will be opened as xxxSmoking Roomxxx from tomorrow. All smokers may go there within the time limitation from 9:. to 4:. But smokers are not allowed to smoke outside this room.[1] If you have any problems, please contact me. [2]

名师指导：

[1]去掉。

[2]这是信件的结尾，不是memo的，直接用 thank you 就可以。

**英语作文结尾书信格式范文 第三篇**

英文信件的最后如何署名？Cheers,Sincerely,Regards,Bestwishes有什么区别？Love非常私人。一般用于情侣，家人，以及好朋友中。Cheers很随便的用法。在朋友之间使用。同事之间表示亲近的时候也可以使用，但是显得不那么职业。更像朋友和同事之间互相说“加油”。Takecare很随便，用在朋友之间。比较随便。Thankyou显得正式。后者一般在较为陌生的人之间使用，特别是你有求于人的时候。比较随便，或者是比较不特别正式的商务活动中可以使用。虽然比较私人，但是也比较礼貌。BestorBestWishes比较随便，在不特别正式的商务活动中使用。朋友和陌生人间也可以使用。友好而亲切的慰问的感觉。比较正式的场合使用。也比较通用。当你并不明确到底是不是很正式的时候，使用Sincerely一般不会出错。RegardsorBestRegards正式场合或商务中使用。也可以对一个素昧谋面的人使用。大概是“此致敬礼”的意思。Cordially正式。用在正式的商务途径。严肃严谨。cordiallyyours是谨上的意思。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。1.万能的用法是：Yourssincerely，或Sincerelyyours，最方便，什么信件都适用哦。2.私人信件中可以用：Bestwishes,Bestregards,Best,Regards,Warmesrregards

**英语作文结尾书信格式范文 第四篇**

①采用分词短语：句末用逗号，不用句号。例如：

for your good news,

forward to your early reply,

to hear from you soon,

you are enjoying good health,

that I can\'t give you a more favorite reply,

the trouble I\'m causing you,

you every success,

you a pleasant journey,

you a happy New Year,

②采用介词短语，例如：

best regards,

kind regards to your family,

best wishes to you and yours,

best wishes for your success and happiness,

best wishes for your success in your new field of work, best regards and wishing you all success,

warmest regards,

best regards to you and your family,

the season\'s greetings,

③采用完整句子：

are waiting for your good news.

hope to receive your early reply.

look forward to your reply at your earliest convenience.

thank you very much for your services, and wish your continued success.

**英语作文结尾书信格式范文 第五篇**

From: X X X X

Department of the SPECIAL CLASS GIFTED for YOUTHS

University of Science and Technology

Hefei, Anhui 230026, . China

July 1, XXXX

Dear Sir or X X X:

I take great pleasure in recommending Ren Ren, one of my favorite students, for admission into your distinguished graduate program.

Mr. Ren was admitted in XXXX at 14 years of age into the SPECIAL CLASS for the GIFTED YOUTHS, my university \'s unique program that caters to the intellectual needs of unusually talented Chinese youngsters. It was a rare privilege he earned with his nearly impeccable academic performance through the years of his elementary and secondary school.

He impressed me almost as he entered into my university, a major cradle of China\' s scientific and technological talents. At the time, members of the Gifted Class all had to spend half a month studying by themselves the principles of calculus and then take an eXam so that we could evaluate their self-study capability. Mr. Ren scored the highest grade in that eXam. He also eXhibited a keenly whetted mind during class discussions. To my regret at the time, his English was not as good as his mathematics or physics. But I noticed he made a point of working especially hard in improving his English during his five undergraduate years with us. By now, he seems to be at least as proficient in English as most of his former classmates in the Gifted Class.

In my eXperience with Mr. Ren, I was impressed with not only his eXtraordinary intelligence but also his ambitions and persistence. I am sure that Mr. Ren will be an outstanding student in any doctoral program that he may care to enroll in. So I would like to support him firmly in his quest recommendation into account when

considering his application. I would greatly appreciate it you decide to accept him as he wishes.

Yours sincerely

X X X X

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