# 英语作文信件范文带日期通用44篇

来源：网络 作者：空谷幽兰 更新时间：2025-03-19

*英语作文信件范文带日期 第一篇Dear Xiao Wang,I’m very glad to learn that you’re going to visit me during the week-long holiday. My pare...*

**英语作文信件范文带日期 第一篇**

Dear Xiao Wang,

I’m very glad to learn that you’re going to visit me during the week-long holiday. My parents will also be happy to see you again. I am sure you will enjoy every minute here.

I have arranged our schedule for the holiday as follows. On the first day you arrive, I’ll show you around our campus. On the second day, we’ll visit the art gallery and the music hall. Next day, we’ll climb a hill in the northeastern part of the city. On the top of the hill, we can have a wonderful bird’s eye view of the city. During the next

three days, we’ll make some short trips to some places of interest nearby, such as the Swan Cave, the Golden Lake, etc. On the last day, I’ll see you off at the railway station.

Please remember to call and tell me your train number and time of arrival so that I can meet you at the railway station. By the way, it’s very hot here and we have a lot of sunshine, so don’t forget to wear you sunglasses.

I’m looking forward to seeing you soon.

Sincerely yours,

Zhang Ying

**英语作文信件范文带日期 第二篇**

英语信件作文格式

1、信封的写法。

英语信封正面的左上角，写发信人的姓名和地址。在信封的正面中央偏左一点，写收信人的地址和姓名。

英语信封上的地点名称由小到大，视其长短可占二至五行不等。

寄信人只写姓名，不写头衔。但是，收信人一般都在名字前加上头衔，以示礼貌和尊敬。对于没有官衔和学衔的人士，通常在姓名前写上Mr., Mrs.,或Ms.。

信封的写法，一般来说，很少出现在中考英语的\'作文中。

2、内容。

英文信一般可以分为下列几个部分。

1）信端（Heading）即写信人的地址和发信日期。

2）收信人姓名地址

4）信的正文

5）结束语

3、范文。

有的时候，出题者会让考生写e-mail。e-mail的写法和书信的写法基本一致。只不过少了书信在信封上的繁琐。

根据中文大意，写出意思连贯、符合逻辑、不少于50词的短文。

假设你叫王明，昨天收到了笔友David的e-mail，得知他不久要到北京来学习中文。他想了解如何学好中文。请你用英文给他回复一封e-mail，介绍学习中文的体会和方法，提出你的建议，以及表达你帮助他学好中文的愿望。

Dear David,

I\'m glad you\'ll come to Beijing to learn Chinese. Chinese is very useful, and many foreigners are learning it now. It\'s difficult for you because it\'s quite different from English. You have to remember as many Chinese words as possible. It\'s also important to do some reading and writing. You can watch TV and listen to the radio to practise your listening. Do your best to talk with people in Chinese. You can learn Chinese not only from books but also from people around you. If you have any questions, please ask me. I\'m sure you\'ll learn Chinese well.

Hope to see you soon in Beijing.

**英语作文信件范文带日期 第三篇**

总则

为了统一法律文书格式，提高法律文书质量，规范法律文书制作，维护法律文书严肃性、权威性，根据最高人民法院《人民法院诉讼文书格式标准》、《法院诉讼文书样式》、《法院刑事诉讼文书样式》、《民事简易程序诉讼文书样式》，制定本规范。

法律文书的制作

裁判文书正本的制作标准

文书字体

法院名称，应当用2号宋体字;文书名称，应当用1号大标宋体字;案号、正文、落款应当用3号仿宋GB-2312字体。

印制标准

文书用纸：应用国际标准A4 纸型(297毫米×210 毫米)，70克书写纸单面油印或70 克复印纸双面印刷。

文书版式：裁判文书的各要素划分为眉首、主体和落款三部分。

眉首：法院名称，统一冠以所属省市名称，即为“××省××市××区人民法院”，位于版心内第二行(以三号字行计，下同)居中对齐;法院名称下一行为文书名称，居中对齐;文书名称下隔一行或在WORD格式下设为自动段间距为案号，右对齐。

主体：案号下隔一行或在WORD格式下设为自动段间距为正文即主体，每行28字，每页22行。

落款：应当集中于文书最后一页之内;审判长、审判员(代理审判员、执行员，下同)上下排列在正文下方适当位置，右空4个汉字，审判长(员)各字之间空一个汉字，审判职务与姓名之间空两个汉字，不用标点符号;成文时间在审判职务下方适当位置，右空4个汉字，用汉字全年、月、日，“零”写为“○”;书记员在成文时间下隔一行，右空4个汉字。成文时间之上留有适当空间以加盖院印，院印上不压审判员，下不压书记员，采用下套方式，即仅以下弧压在成文时间上。成文时间与书记员之间必须留有一行，以加盖“本件与原本核对无异”章，核对章盖在日期下一行左方，不得事先打印，印戳应为蓝色。上下审判职务和姓名均应对齐。

页面设置：天头大于地角，左空大于右空(双面印制的双页面右空大于左空)。页边距上、下、左、右四边设置一般为：WPS格式下33、32、27、24，WORD格式下为

、、、;行间距一般为：WPS格式下为，WORD格式下为固定值29。

当文书排版后所剩空白处不能容下落款位置时，应采取调整行距、字距的措施加以解决，务使落款与正文同处一面，不得采取标识“此页无正文”的方法解决。但调整后的行间距不得超出下列范围：WPS格式下在之间，WORD格式下在固定值24-33之间。

页码：用4号半角白体阿拉伯数码标识，置于版心下边缘之下一行，数码左右各放一条4号一字线，一字线距版心下边缘7mm，居右空1字符，双面印制的双页码居左空1字符。空白和空白页以后的页不标识页码。

文书装订：多页的裁判文书应采用左侧纵向粘贴装订，不得用订书机装订，一律不盖骑缝章。裁判文书正本不得有涂改。

裁判文书拟文稿及审理报告的制作

拟文稿的制作

眉头部分。拟文稿名称统一使用“××省××市××区人民法院拟文稿”字样，宋体二号加粗字体居中排列。名称以下用表格形式以楷体GB\_2312三号字体标注“签发人”、“核稿人”、“主办部门”、“拟稿人”、“打印校对人”、“印制人”、“印制份数”、“文书名称”、“文书字号(案号)”等内容。表格行高以适合签名为宜。各相关人员必须手书签名，同时注明年月日。

正文部分。正文部分统一使用仿宋GB\_2312三号字体。文书尾部署名及日期右空4个汉字。院印落印在文书名称上方。

页面设置。页边距上、下、左、右四边设置一般为：WPS格式下23、22、25、20，WORD格式下为、、、2cm;行间距：WPS格式下在之间，WORD格式下在固定值22-27之间。

用纸。拟文稿一律用70克复印纸单面印刷，不得双面印刷。

审理报告的制作

名称部分。名称应当标明当事人及案由，以本院名义向上级法院的审理报告，还应当在当事人及案由之上标明法院名称，即“××省××市××区人民法院”。当事人及案由用宋体三号字体，“审理报告”在当事人及案由下一行，用黑体二号字体，均居中排列。

案号、正文及署名部分。“审理报告”下一行为案号。案号、正文及署名均使用仿宋GB-2312四号、小四号或五号字体。文书尾部署名：以谁的名义拟制的审理报告署谁的姓名或名称，即：以承办人名义向合议庭的审理报告及结案报告(审结报告)署承办人姓名;以审判组织(合议庭或审判员)名义向审判委员会拟制的审理报告署审判组织成员姓名;以本院名义向上级法院拟制的审理报告不加印本院名称，仅盖本院印章。署名下方为日期。书记员不署名。

页面设置。页边距上、下、左、右四边设置一般为：WPS格式下21、19、23、17，WORD格式下为、、、;行间距一般为：WPS格式下在之间，WORD格式下在固定值18-25之间。

以本院名义向上级法院的审理报告的字体、页面按照裁判文书正本的要求设置，拟文稿及其他审理报告的未尽事宜参照裁判文书正本的格式要求。

其他法律文书正本如通知书、司法建议书等，参照裁判文书正本的标准印制。 数字的用法

下列情况，应当使用汉字。

引用的法律条、款、项;

裁判主文的序号;

刑事裁判文书判处的刑罚(含主刑和附加刑);

裁判文书尾部的日期;

不是一组表示科学计量和具有统计意义数字中的一位数，如一律、星期二、一分为

二、一笔帐、三个单位等;

数字作为词素构成定型的词、词组、成语、惯用语、缩略词或具有修辞色彩的词语;

邻近的两个数字并列连用、表示概数的词语，如二三米、三四天，连用的两个数字之间不用顿号隔开;

带有“几”字的数字表示约数的词语，如十几天、一百几十次。

下列情况，应当使用阿拉伯数字。

案号，如(20xx)安民一初字第1 号，序号不用空位，如“001”;

地址、门牌号码，如中华路15 号;

除裁判文书尾部时间外的公历年代、年、月、日和时刻，如20xx 年8 月1 日、下午3 时20 分;

统计表中的数值(包括正负整数、分数、小数、百分比、比例)和量值，如48、-125、63%、1/4、3︰2、500 克、6 千米、30 元、11 个月、27 岁;

引用法律、法规及司法解释条文时，原条文用阿拉伯数字的。

使用阿拉伯数字应注意的问题。

一个用阿拉伯数字书写的多位数及其他数值不能断开移行，如：100 000不能一行末写100，又在下一行开头写000;63%不能一行末写63，又在下一行开头写%;

年份不能简写，如：“1999 年”不能简写成“99 年”;

五位以上数字，尾数有多个“0”的，可以“万”、 “亿”为单位缩写，如50 000 可写成5 万，345 000 000 可写成34 500 万或 亿;数值巨大的精确数字，为便于定位读数或移行，作为特例可以同时使用“亿、万”作为单位，如：1990 年人口普查数为11 亿3 368 万2 501 人。

阿拉伯数字一律使用半角，如20xx(半角)，不用20xx(全角)。

4 位和4位以上的数字，采用国际通行的三位分节法，节与节之间空半个阿拉伯数字的位置。如4321，写为4 321。

判决主文中有关金钱数额、履行期限等数字，仍然使用阿拉伯数字。除涉外案件或本案中同时有其他外国货币的表述时，一般不特别注明“人民币”字样。

除上述规定外，其他数字的使用，依照国家技术监督局1995年12月13日发布的《出版物上数字用法的规定》执行。

标点符号的用法

诉讼参加人称谓与诉讼参加人姓名或名称连在一起，成为一个分句，中间不用标点符号，也不用空格，句后用逗号，如“原告刘某，”。 文书格式另有特殊规定的，从其规定。

诉讼参加人基本情况的表述，同一层意思的，各项之间用逗号隔开，句号结束;数层意思的，各层之间句号隔开。如“被告人(附带民事诉讼被告人)蒋某，男，汉族，1972 年1 月9 日生，××省××县人，初中文化，××县××单位职工，住××市××区×路×号×室。1994 年1 月因流氓罪被判处有期徒刑一年，缓刑二年。20xx 年3 月23 日因本案被刑事拘留，同年3 月25 日被逮捕，现羁押于××市看守所。”

“判决如下”、“裁定如下”等提示裁判结果的词语后，应使用冒号，裁判结果的各项汉字数字之后用顿号。

“原告×××诉称”、“被告×××辩称”、“××检察院指控”、“经审理查明”、“本院认为”等词语后面，凡所提示的下文只有一层意思的用逗号，有数层意思的用冒号。

引用法律全称的，要加书名号，如“《xxx民法通则》”。当事人提供的如协议等书证不加书名号。

除上述规定外，其他标点符号的用法，依照国家技术监督局1995年12月13日发布的《标点符号用法》(GB/T15834-1995)的规定执行。

附则

文书正本付印前必须经校对人员核对无误。签发人、校对人未签名的文书，文书正本一律不得正式付印、用印。

法律文书正本印制份数按照附卷、办公室留存各一份及送达当事人和有关单位所需份数确定，因其他原因需要法律文书正本的，一律使用复印件。

本规范自印发之日起执行。

**英语作文信件范文带日期 第四篇**

A Letter to the University President about the Library Service on the Campus

Dear Mr. President,

I am writing to express my concern over the library service on the campus.

As a major in English, I find that most of the books in English in the library are outdated. So far, I have not come across a single book published after 1995. As a result, we fail to get the latest information of academic development both at home and abroad.

In addition, the light in the reading room is far from bright, which does harm to our eyes. Worse still, there is no airconditioning and we are sweating heavily while reading.

Last but not least, the newlydeveloped electronic information system does not work well and needs further improvement. A great number of books should have been listed in the system.

There is no denying that the library has helped us a lot. But it is in urgent need of improvement. When improved, the library is certain to provide much more help with our study.

Thank you for your time. I am looking forward to your reply.

Yours sincerely,

Li Qiang

**英语作文信件范文带日期 第五篇**

书信是人们在日常生活和工作中进行交际的工具。由于民族语言和习惯上的差异，英语信件在书写格式及表达方式上与汉语不大一样，有些地方迥然不同。英文书信分为两大类：公务信件和私人信件。公务信件是单位与单位或单位与个人之间来往的书信，可能是推荐信、求职信、入学申请书、邀请信，或询问、答复、反映意见（如投诉信）等的信件。私人信件是指亲戚朋友之间的通信。这两类书信各有自己的格式。一般说来，私人信件不拘形式，信文多用手写，也可打印；公务信件要求比较严格，必须遵循一定的格式，信文一定要打印。

一般格式

英文书信的构成可分为7个部分：

信头(Heading), 日期(Date), 收信人姓名及地址(Inside Name and Address), 称呼(Salutation), 信文(Body of the letter), 结束语(Complimentary close), 署名(Signature)

信头(Heading)

信头是指发信人的单位名称或地址。一般情况下发信人只需把自己的地址写(打字，手写均可)在信的右上角，离开信纸的顶头约1英寸，占二三行或四行均可，格式如下：

① 齐头式

② 缩进式 私人信件一般只写寄信日期即可。

Example: 123 Tianhe Road

Tianhe District

Guangzhou 510620

Guangdong Province

P. R. C.

Jan. 8,

日期(Date):

① 年份应写全，例如不能用“99”来代替“”；

② 月份应写英文名称，除May, July外，可用缩写，如：Sep., Oct.。但不要用数字

April 13,

. Box 36

Tsinghua University

Beijing, China 100084

Dear Sir/Madam:

Your advertisement for a Network Maintenance Engineer in the April 10 Student Daily interested me because the position that you described sounds exactly like the kind of job I am seeking.

According to the advertisement, your position requires top university, Bachelor or above in Computer Science or equivalent field and proficient in Windows and LINUX System. I feel that I am competent to meet the requirements. I will be graduating from Graduate School of Tsinghua University this year with a . degree. My studies have included courses in computer control and management and I designed a control simulation system developed with Microsoft Visual InterDev and SQL Server.

During my education, I have grasped the principals of my major and skills of practice. Not only have I passed CET-6, but more important I can communicate with others freely in English. My ability to write and speak English is out of question.

I would appreciate your time in reviewing my enclosed resume and if there is any additional information you require, please contact me. I would welcome an opportunity to meet with you for a personal interview.

With many thanks,

Wang Lin

**英语作文信件范文带日期 第六篇**

>开头：

英语作文开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：

(1)月、日、年：如August15,20xx

(2)日、月、年：如15thaugust,20xx

地址的写法通常是由小到大，日期写在地址的下方(见信笺格式)。

>称呼：

称呼指写信人对收信人的\'称呼，写在信头的下方和信笺的左边。称呼一般用Dear……或Mydear……开头，称呼后一般用逗号。

>结束语：

英语作文书信结尾的恭维话，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“Bestwishes”(致以最好的祝愿)就是结束语。

>正文：

英语作文写信信内应包含收信人地址、日期、称呼、正文、落款等。其实官方的书信更多应该参考第3点，越全面越表示你对他们的重视。

英语作文的种类很多,其中书信体作文往往使学生不知道...

写作是一种以书面形式进行信息交流的手段，在考试中的...

英语作文常以书信类题材居多,写好书信类英语高考作文...

书信是日常生活中广泛应用的一种文体。它是一种特殊的...

信是英语写作中经常会考的一种体裁，那么英语书信的写...

很多考生都十分关注高考作文问题，而书信体题材比较特...

在英语考试中,写作以书信类的形式出现是很常见的，好...

广东工业大学在每个省份的录取分数线都是不同的，想要...

报考是人生大事，考生和家长都想要选择一个好的学校，...

东莞理工学院在每个省份的录取分数线都是不同的，想要...

近几年来有很多的同学在写作文的时候，经常会用到一些...

广东石油化工学院在每个省份的录取分数线都是不同的，...

报考是人生大事，考生和家长都想要选择一个好的学校，...

**英语作文信件范文带日期 第七篇**

总则

为了统一法律文书格式，提高法律文书质量，规范法律文书制作，维护法律文书严肃性、权威性，根据最高人民法院《人民法院诉讼文书格式标准》、《法院诉讼文书样式》、《法院刑事诉讼文书样式》、《民事简易程序诉讼文书样式》，制定本规范。

法律文书的制作

裁判文书正本的制作标准

文书字体

法院名称，应当用2号宋体字;文书名称，应当用1号大标宋体字;案号、正文、落款应当用3号仿宋GB-2312字体。

印制标准

文书用纸：应用国际标准A4纸型(297毫米×210毫米)，70克书写纸单面油印或70克复印纸双面印刷。

文书版式：裁判文书的各要素划分为眉首、主体和落款三部分。

眉首：法院名称，统一冠以所属省市名称，即为“××省××市××区人民法院”，位于版心内第二行(以三号字行计，下同)居中对齐;法院名称下一行为文书名称，居中对齐;文书名称下隔一行或在WORD格式下设为自动段间距为案号，右对齐。

主体：案号下隔一行或在WORD格式下设为自动段间距为正文即主体，每行28字，每页22行。

落款：应当集中于文书最后一页之内;审判长、审判员(代理审判员、执行员，下同)上下排列在正文下方适当位置，右空4个汉字，审判长(员)各字之间空一个汉字，审判职务与姓名之间空两个汉字，不用标点符号;成文时间在审判职务下方适当位置，右空4个汉字，用汉字全年、月、日，“零”写为“○”;书记员在成文时间下隔一行，右空4个汉字。成文时间之上留有适当空间以加盖院印，院印上不压审判员，下不压书记员，采用下套方式，即仅以下弧压在成文时间上。成文时间与书记员之间必须留有一行，以加盖“本件与原本核对无异”章，核对章盖在日期下一行左方，不得事先打印，印戳应为蓝色。上下审判职务和姓名均应对齐。

页面设置：天头大于地角，左空大于右空(双面印制的双页面右空大于左空)。页边距上、下、左、右四边设置一般为：WPS格式下33、32、27、24，WORD格式下为

、、、;行间距一般为：WPS格式下为，WORD格式下为固定值29。

当文书排版后所剩空白处不能容下落款位置时，应采取调整行距、字距的措施加以解决，务使落款与正文同处一面，不得采取标识“此页无正文”的方法解决。但调整后的行间距不得超出下列范围：WPS格式下在之间，WORD格式下在固定值24-33之间。

页码：用4号半角白体阿拉伯数码标识，置于版心下边缘之下一行，数码左右各放一条4号一字线，一字线距版心下边缘7mm，居右空1字符，双面印制的双页码居左空1字符。空白和空白页以后的页不标识页码。

文书装订：多页的裁判文书应采用左侧纵向粘贴装订，不得用订书机装订，一律不盖骑缝章。裁判文书正本不得有涂改。

裁判文书拟文稿及审理报告的制作

拟文稿的制作

眉头部分。拟文稿名称统一使用“××省××市××区人民法院拟文稿”字样，宋体二号加粗字体居中排列。名称以下用表格形式以楷体GB\_2312三号字体标注“签发人”、“核稿人”、“主办部门”、“拟稿人”、“打印校对人”、“印制人”、“印制份数”、“文书名称”、“文书字号(案号)”等内容。表格行高以适合签名为宜。各相关人员必须手书签名，同时注明年月日。

正文部分。正文部分统一使用仿宋GB\_2312三号字体。文书尾部署名及日期右空4个汉字。院印落印在文书名称上方。

页面设置。页边距上、下、左、右四边设置一般为：WPS格式下23、22、25、20，WORD格式下为、、、2cm;行间距：WPS格式下在之间，WORD格式下在固定值22-27之间。

用纸。拟文稿一律用70克复印纸单面印刷，不得双面印刷。

审理报告的制作

名称部分。名称应当标明当事人及案由，以本院名义向上级法院的审理报告，还应当在当事人及案由之上标明法院名称，即“××省××市××区人民法院”。当事人及案由用宋体三号字体，“审理报告”在当事人及案由下一行，用黑体二号字体，均居中排列。

案号、正文及署名部分。“审理报告”下一行为案号。案号、正文及署名均使用仿宋GB-2312四号、小四号或五号字体。文书尾部署名：以谁的名义拟制的审理报告署谁的姓名或名称，即：以承办人名义向合议庭的审理报告及结案报告(审结报告)署承办人姓名;以审判组织(合议庭或审判员)名义向审判委员会拟制的审理报告署审判组织成员姓名;以本院名义向上级法院拟制的审理报告不加印本院名称，仅盖本院印章。署名下方为日期。书记员不署名。

页面设置。页边距上、下、左、右四边设置一般为：WPS格式下21、19、23、17，WORD格式下为、、、;行间距一般为：WPS格式下在之间，WORD格式下在固定值18-25之间。

以本院名义向上级法院的审理报告的字体、页面按照裁判文书正本的要求设置，拟文稿及其他审理报告的未尽事宜参照裁判文书正本的格式要求。

其他法律文书正本如通知书、司法建议书等，参照裁判文书正本的标准印制。

数字的用法

下列情况，应当使用汉字。

引用的法律条、款、项;

裁判主文的序号;

刑事裁判文书判处的刑罚(含主刑和附加刑);

裁判文书尾部的日期;

不是一组表示科学计量和具有统计意义数字中的一位数，如一律、星期二、一分为

**英语作文信件范文带日期 第八篇**

初次开场白：

It is my pleasure to write here for you.

回复开场白：

Further to our conversation earlier, .........

As discussed over the phone, .......

Thanks for you kind reply.

Thank you for your inquiry/email.

Thanks for your letter. It is my pleasure to receive your reply!

Thanks for your mail of 日期............

结尾：

We will noted and many thanks!

I hope everything with you is fine.

Many thanks for your support.

I hope you are well and in good health!

FYI: for your information 仅供参考

深盼贵公司及早回复

(1) We hope to receive your favors at early date.

(2) We hope to be favored with a reply with the least delay.

(3) We await good news with patience.

(4) We hope to receive a favorable reply per return mail.

(5) We await the favor of your early (prompt) reply.

(6) A prompt reply would greatly oblige us.

(7) We trust you will favor us with an early (prompt) reply.

(8) We trust that you will reply us immediately.

(9) We should be obliged by your early (prompt) reply.

(10) Will you please reply without delay what your wishes are in this matter?

(11) Will you kindly inform us immediately what you wish us to do?

(12) We request you to inform us of your decision by return of post.

(13) We are waiting (anxious to receive) your early reply.

(14) We should appreciate an early reply.

(15) We thank you for the courtesy to your early attention.

(16) We hope to receive your reply with the least possible delay.

(17) Kindly reply at your earliest convenience.

(18) Please send your reply by the earliest delivery.

(19) Please send your reply by messenger.

(20) Please reply immediately.

(21) Please favor us with your reply as early as possible.

(22) Please write to us by tonight\'s mail, without fail.

(23) May we remind you that we are awaiting your early reply?

(24) May we request the favor of your early reply?

(25) A prompt reply would help us greatly.

(26) A prompt reply will greatly oblige us.

(27) Your prompt reply would be greatly appreciated.

(28) Your prompt attention to this matter would be greatly esteemed.

(29) We look forward to receiving your early reply.

(30) As the matter is urgent, an early reply will reply.

(31) We reply on receiving your reply by return of post.

(32) We request you to accept our warmest thanks for the anticipated favor.

(33) We thank you in advance for the anticipated favor.

盼望以传真答复

(1) We await your reply by fax.

(2) Please fax reply to fax this morning.

(3) We are anxiously awaiting your reply by fax.

(4) Please arrange for your fax reply, or long distance call, to reach us before noon Monday.

(5) Fax reply immediately.

(6) Please acknowledge by fax the receipt of these instructions.

(7) Please do not fail to fax your reply immediately on receipt of this letter.

(8) Please fax your decision without delay as we have offers waiting.

(9) Oblige us by replying by fax before noon tomorrow, as we have another offer.

(10) Inform us by fax of your lowest quotations.

(11) Fax in time for us to write you in reply by 7 pm mail.

(12) Fax me from Osaka before noon stating your telephone number.

(13) Kindly reply me by wire.

承蒙贵公司重视, 感谢之至

(1) Please accept our thanks for your usual kind attention.

(2) Please accept our thanks for the trouble you have taken.

(3) We are obliged to you for your kind attention in this matter.

(4) We are greatly obliged for your trial order just received.

(5) We wish to assure you of your appreciation of your courtesy in this matter.

(6) We thank you for your order just received.

(7) We thank you for the special care you have given to the matter.

(8) We tender you our sincere thanks for your generous treatment of us in this affair.

(9) Allow us to thank you for the kindness extended to us.

(10) We are very sensible of your friendly services on our behalf,for which please accept our sincere thanks.

回函迟误, 请见谅

(1) Please excuse my late reply to your very friendly letter of March 1.

(2) I hope you will forgive me for not having written you for so long.

(3) I hope you will excuse me for not having replied to you until today.

(4) I humbly apologize to you for my delay in answering your kind letter of May 5.

(5) I have to (must) apologize you for not answering your letter in time.

我们将随时为你服务

(1) We assure you of our best services at all times.

(2) We shall spare no efforts in endeavoring to be of service to you.

(3) We shall be pleased to be of service to you at all times.

为贵公司带来不便,特此致歉,并请原谅

(1) We hope you will pardon us for troubling you.

(2) We regret the trouble we are causing you.

(3) I regret the trouble it caused you.

(4) We trust you will excuse us for this inconvenience.

(5) We wish to crave your kind forbearance for this trouble.

(6) We solicit your forbearance for such an annoyance.

(7) Kindly excuse me for troubling you in this matter.

对此错误, 谨致歉意, 务请原谅

(1) Please excuse this clerical error.

(2) We tender you our apology for the inconvenience this error may have caused you.

(3) We request you to accept our regret for the error of our clerk.

(4) We greatly regret that we have caused you such an inconvenience.

(5) We wish to express our regret for the annoyance this mistake has caused you.

(6) We frankly admit we were at fault and we are anxious to repair the consequences.

恳请贵公司支持惠顾

(1) We solicit a continuance of your valued favors.

(2) We solicit a continuance of your confidence and support.

(3) We hope we may receive your further favors.

(4) We hope to receive a continuance of your kind patronage.

(5) We request you to favors us with a continuance of your kind support.

(6) We solicit a continuance of your kind patronage.

若有机会本公司也愿提供类似服务

(1) It would give us great pleasure to render you a similar service should an opportunity occur.

(2) We wish to reciprocate the goodwill.

(3) We shall on a similar occasion be pleased to reciprocate.

(4) We hope to be able to reciprocate your good offices on a similar occasion.

(5) We are always ready to render you such of similar services.

(6) We shall at all times be willing to reciprocate such of similar favors.

(7) We shall be happy to have an opportunity of reciprocating to you on a similar occasion.

[英语信件常用语]

**英语作文信件范文带日期 第九篇**

Dear Sir,

I noticed an ad. In the paper today you said you were looking for people to join your expedition team. It sounded as if it might be fun so Im writing to say Id like to come along.

About myself: I left school at 16 because I wanted to earn a bit of money. After that I got a few part-time jobs as a waiter, etc. But I didnt stick to any of them for long. Recently Ive been doing a bit of hitch-hiking round Europe so Ive had some experience of traveling the hard way which should come in handy on the expedition youre planning. By the way, Im a great guitarist so I can keep you all amused round the campfire at night.

Let me know when I can call in for a chat about dates and other details, etc.

Yours,

David Smith

**英语作文信件范文带日期 第十篇**

Dear Tony

I‘m li hua you invite me to read to the 4 great park. I am really excited, but there are some things I don’t know. I want to ask you some questions.

When shall we go to the park in the morning or in the afternoon if you can I want to go to park or 8 oclock because of in the morning the else is fresh And the waiter is so cool,Do you want to enjoy with after friends I think it interesting like the play together after that on the long. I‘d like to have a picnic with your what about you.

I look forward to your early reply.

Yours sincerely

Li hua

**英语作文信件范文带日期 第十一篇**

Good afternoon, everyone. May I have your attention, please?

I’m the chairman of the Students’ Union. As the New Year is around the corner(即将到来), we are going to hold a New Year party for you, which is intended to enable you to have a better understanding of Chinese culture.

During the party, not only can you sing a Chinese song, but you will also compete with each other to see how skilled you are at using chopsticks. What’s more, you’ll learn at the party how to make dumplings. Sounds great. doesn’t it? The party is scheduled(计划于) in Room 101 of the Teaching Building from 6:00 . to 8:00 pm. next Friday.

Please make sure you won’t miss it. Thank you for your attention.

**英语作文信件范文带日期 第十二篇**

亲爱的爸爸妈妈：您们好！书信格式的感恩作文，感恩作文以书信格式

看到这封信时，你们或许是惊讶，或许是高兴，或许是一种说不出的幸福，因为这是我第一次写给你们的感恩信，书信格式的感恩作文，感恩作文以书信格式。

爸爸，从小你就惯养这我，所以从小到大您没有打过我一次，当我考试失利时，你鼓励我继续努力，使我有向前的动力。记得有一次，是在我六年级的期中时候，我数学才考了79分，我回到家不敢喝您说。我一个人就躲在被窝里哭，您刚刚下班，看到我担心的说：怎么了？我把事情的来龙去脉一五一十的告诉了您，我笨以为您会第一次打我，可出乎意料的是您拍拍我的肩膀安慰了我：算了，下次再努力就是，这只是发挥失常而已，下次考过，初中作文大全《书信格式的感恩作文，感恩作文以书信格式》。我顿时热泪盈眶。爸爸：我爱你！

妈妈，你虽然从小就对我很严厉，但我知道您是为我好。小时候，您经常叫我唱：世上只有妈妈好，有妈的孩子像个宝……，到现在我一直记着。你和爸爸辛辛苦苦的工作都是要让我们考上大学用的。您每次都教导这我们要好好的读书，其实我也在努力着。您要我和弟弟妹妹不要吵架，我也想改，可是我总是改不了我的一些坏脾气。虽然您有点溺爱过度，否则对谁都不好的。我也知道您爱我，因为我是您身体上掉下了的一块肉啊。妈妈：我爱您。

我还有许多的话像对您说，总之，你们的恩情，我一生一世都不会忘记的，你们是爱我的启蒙老师，生养我的爸爸妈妈，你们犹如春蚕，辛勤的劳动，无怨无悔。你们是指南针，指引着我们走向光明。你们是园丁，心细地滋润着我们，我一定会更好的努力学习，来回报你们队我 的恩情。最后再说上一句：谢谢你们！

你们的女儿！胡倩

**英语作文信件范文带日期 第十三篇**

September 9, dear name, dear Susan, see you) I wish you will always be your friend, sincere friend, sincere love your friend, sincere love for your children, postcode: 1 Shuang 27 floor (such as the second floor) Lane (such as lane section 2) Lane (such as Hutong Road, such as Zhonghua Road Street, Sunshine Street: https://picwensosocom/pqpic/wenwenpic/0/png/0.

中文翻译：

九月九月九日亲爱的名字亲爱的苏珊见到你）祝你永远永远是你的朋友，真诚的你的朋友，真诚的爱你的朋友，真诚的爱你的孩子，邮编：一双o二七楼（如二楼）巷（如巷段二段）小巷（如胡同路，如中华路街道，阳光街：https://picwensosocom/pqpic/wenwenpic/0/png/0。

**英语作文信件范文带日期 第十四篇**

Dear Sir:

My name is Raymond, I am writing to tell you something about your restaurant questions.

Last Saturday, I was going to your restaurant with my friends. We are very hungry, but when we order, your restaurant waiter But ignore our. So my friend was very angry. Besides, when the waiter come on .my friend ask her why ignore our, she is very aggressive for us and say you don’t see me I am very busy. So I do hope you can give your restaurant waiter have training about etiquette.

Thank you for your time and kind consideration.

Sincerely yours

Raymond

**英语作文信件范文带日期 第十五篇**

Dear Mum,

How are you? I haven t seen you since you left for miss you very much.

I m proud of you as you are fighting against SARS.

I m OK now. When my teachers and classmates know you are taking care of the SARS patients in Beijing, they look after me well. Every day the teacher phones me and asks me about my temperature. My classmates often ask me if I need help.

Every morning I get up early and go out for exercises. After breakfast I watch TV. There are teachers giving us lessons on the afternoon I do my homework. When I have some questions,I can telephone my teacher or my classmates. They can give me answers. Mum, take care of yourself. I expect you to come back soon. Yours,

Nannan

**英语作文信件范文带日期 第十六篇**

1、书信语言准确，鲜明生动，内容极其丰富具体

2、这封书信格式正确，内容十分翔实，向老师汇报了自己丰富多彩的暑假生活。

3、该信件语言规范，书写工整。

4、该信内容叙事清楚明白，感情真挚。

5、书信信封格式正确。

6、该信层次清楚，中心突出。

7、该信件条理清楚，层次分明，语言也很流畅。

8、该信内容能联系生活实际抒发自己的真情实感。

9、这封信语言活泼，较生动化，使人感到有亲切感。

12、语言略微拖沓，个别标点运用不当。此外，假如选择一件事详细展开叙述，其他略写或一笔带过，信的重点就更加突出了。

13、这封书信细节描写颇具匠心，极富功底。

14、这封书信清逸婉丽流畅连贯，尤其人物语言幽默风趣

15、这封信语言活泼明快，富有情趣。

**英语作文信件范文带日期 第十七篇**

Mr. Zhang believes that this year\'s Shaanxi college entrance examination composition title is very clear, on the one hand, the topic\'s sexual orientation is very clear, on the other hand, it points to the letter format is very clear, is a new style of writing, it is a promotion of the traditional application.

中文翻译：

张老师认为，今年陕西高考作文题目定位很明确，一方面是题目的性取向很明确，另一方面是指向书信格式很明确的书信写作方式是一种新的文体，它是对传统的应用的一种推广。

**英语作文信件范文带日期 第十八篇**

Disney movies always catch my attention. Recently, the animation movieBeauty and The Beast will be brought to the screen again, but this time, thereal actors play the classic movie. Though I have seen the animation, I am stilllook forward to the new one. The beautiful heroine Bell is my favoritecharacter. I love her kindness and she is a good girl.

书信的作文08-25

**英语作文信件范文带日期 第十九篇**

Dear Sir or Madam:

I’m Li Ming, a sophomore majoring in English from Peking University.

I am very excited to get the news from today’s China Daily that you are going to recruit somevolunteers of the Great Wall Reservation Project.

I’m writing to apply for it. Well-known as one of the Seven Wonders in the world, the Great Wallhas always been a tourist attraction.

I once climbed up to the Great Wall at Badaling, and have developed such a keen interest inthe history of the Great Wall that I have made up my mind to do what I can to protect this cultural heritage.

Being a kind, helpful and passionate boy, I can speak English very fluently, and know a littleFrench and Japanese.

I like out-door sports such as hiking and climbing.

I am also a member of Mountaineers Club of Peking University.

I think my character fits the job greatly.

I hope you can consider my application and look forward to your kind reply.

Yours sincerely,Li Ming

**英语作文信件范文带日期 第二十篇**

Dear Mr. Seaton，

Thank you very much for taking me with you on that splendid outing to London. It was the first time that I had seen the Tower or any of the other famous sights. If Id gone alone, I couldnt have seen nearly as much, because I wouldnt have known my way about.

The weather was splendid on that day, which I thought was rare. I still remember some people told me that in Britain there was weather and no climate. During the same day, it might snow in the morning, rain at noon, shine in the afternoon and be windy before the night falls. So I think I was lucky.

I think the river trip was the best thing of all. London really came alive for me as we saw it from the Thames during that wonderful journey down to Greenwich. It was all tremendously exciting - a day that I shall never forget.

Thank you for giving me such a great birthday treat.

Yours sincerely,

Linda Chen

**英语作文信件范文带日期 第二十一篇**

Dear Neck,

Did you have a fun day?I had a different day off.

In the morning,I got up very you believe it? I got up at 12 o\' clock. I went to the shop and bought a cake because it was my mother\'s biethday. Then I had a lunch with my grandparents. It was delicious. My grandparents told me, my mother wasn\'t coming back this night. I hesitated to give her a znd disappointed,looking at the cake made me unshakeble.

I decided to go to mom\'s company and have a biethday could stop took the bus with the it was a busy street all the same, particularty during rush took me an hour to get to the company,tired but happy.

When my mother saw me,it was exciting in her eyes.xxxI bring you this cake, happy birthday mom!xxxI mother was very happy,xxxThank you very much,my \'m very proud of you!xxxThen we ate the cake with her company was full of love and rich.

I love my mom,so I am happy think there is only happiness in life, to love and be loved. Without love, person is like dry wood.

Yours,

Sherry.

**英语作文信件范文带日期 第二十二篇**

英语信件格式

英语书信结构一般有以下几个部分组成:

1)信封(envelope)

英语的信封和中文的一样，有三部分组成，即发信人地址、收信人地址和邮票。只不过英语信封的格式除了邮票所贴的位置(信封的右上角)和中文的一样外，英语信封上要写的发信人和收信人的地址和中文的大不一样。发信人的地址应写在信封的左上角，收信人的地址应写在信封偏中右偏下处，英文书信的地址应从小写到大，先写门牌号码，再写街道、城镇、省或州及邮政编码，最后是国家名称。国家名称的每一个字母都要大写。 如下:

2)信头 (heading)

3)封内日期(Date Line)

4)封内地址(Inside Address)

封内地址是收信人的地址，包括姓名，职务(如适用)，公司名称(如适用)，街道名称或信箱号，城市，州或省，邮政编码和国家。封内地址通常写在左手边，在日期线和称呼之间。

5)称呼(Salutation)

称呼是一封信开头对收信人的称呼，写在封内地址或提示句下两三行。称呼后可以写冒号或逗号。在商业信函或其他正式书信中，用冒号。

在非正式书信中，称呼后用逗号。(注意:尽量避免使用“To Whom It May Concern” 或“Dear Sir or Madam”,因为这种称呼已经过时，并且不很友好。改进方法是争取确定收信人的姓名，或使用“Dear Human Resources Manager”，“Dear Friends”这样的称呼。在给律师或外交领事写信时，可以使用“Esquire”或“Esq.”这样的头衔，但它们不应出现在称呼中。同样，如果收信人的姓名后面有“Jr.”或“Sr.”，如“George Bush,Jr.”也不能把它们包含在称呼中。)

6)头衔(Titles)

除非写信人与收信人熟到可以直呼其名，通常要在收信人名字前加上“Mr.”，“Professor”等表示礼貌的头衔。

7)提示句(选择性)Attention Line(optional)

提示句的用途是指明把信送给某个具体的人或部门处理，尽管信是写给这个组织的。另外，在指明的收信人不在时，它也允许组织中其他人查看信的内容。提示句通常写在封内地址的下两行或封内地址的上面。

8)主题句(选择性)Subject Line(optional)

主题句简要说明信的内容。通常写在封内地址和称呼之间。如果写信人不知道收信人的姓名，也可以用主题句代替称呼。为了收到最佳效果，可以给主题句加下划线，或大写主题句。

9)正文(Body of the Letter)

正文的格式多种多样。商业信函最好使用齐头式。而私人信件通常不用齐头式。在齐头式书信中，全部内容包括日期和信尾问候语，都从左侧顶格开始。段落开头不空格，各段之间空两行。

修正齐头式，是使用最为广泛的一种格式，商业和私人信件都可以使用，尽管在私人信件中不一定要写回邮地址和封内地址。使用没有印刷信头的普通信纸时，这种格式最合适。与齐头式不同，发信人地址、日期，信尾问候语和签名都从中间开始写。其余部分从左边开始。

10)写信人签名(Writer\'s Identification/ Signature)

写信人的签名、名字和头衔(如果适用)，写在信尾问候语同侧三四行以下的位置。应亲笔签上写信人自己的姓名。如果是用打字机或电脑写的信，在写信人签名的上方，同样应该打上写信人的姓名。

11)附注(Notions)

附注写在写信人签名下两行的位置，附注包括参考缩写，附件的数目和内容以及将收到这封信副本的人员名单。附注写在左侧。

12)信尾问候语(Complimentary Closing)

信尾问候语是写在信尾的告别话语，例如Sincerely,; Sincerely yours,; Yours sincerely,; Friendly yours,; Truly yours,; Yours truly,; Cordially yours,; Yours cordially,通常位于正文两三行以下。第一个单词的第一个字母要大写，最后以逗号结尾。

13)附言(Postscript PS or .)

附言用来说明没有包括在信中的想法和内容。通常在附注下两三行的地方，从左侧顶格写起。在促销和私人信件中，附言也可以用来强调写信人请求收信人采取的行动和做的考虑。

**英语作文信件范文带日期 第二十三篇**

I am writing to remind you that you have not settled our invoice for us dollars. We have not sent you any clothes for two months. We have not received your payment yet.

We would like to remind you that your payment in Metro Mart has expired. Please note the payment for the disk we delivered to you two months ago. We would like to remind you how to add more details to the following freight bills which are beyond the period allowed by our agreement.

We enclose a copy of our US dollar bill. For your convenience, we enclose a copy of the following s. The amount in your account should be paid before [date], so that you can see that the amount is quite old and how to specify your Please let us know when you will pay, or at least start with partial payment.

Please send your check in the enclosed envelope for us dollars. If your check is in the mail, we will say xxxthank youxxx. If not, please pay attention to it immediately.

中文翻译：

我写这封信是想提醒你，你方尚未结清我方美元的，我们已经两个月没给你方寄衣服了，我们还没有收到您的付款$我们想提醒您，您在metro mart的帐户付款已过期。请您注意我们两个月前交付给您的磁盘的付款。我们想提醒您注意下列超出信用证未付的运费单我方协议允许的期限如何增加更多细节随信附上我方美元账单的副本，为方便贵方使用，我方随函附上了下列项目的副本，贵方账户上的该项金额应在[日期]之前支付，以便贵方能看到该金额相当古老，如何指定您的要求请告知我们您什么时候付款，或者至少从部分付款开始。

请使用随附的信封寄上您的支票，金额为美元。如果您的支票在邮寄中，我们会说“谢谢”，如果没有，请您立即注意。

标签：

**英语作文信件范文带日期 第二十四篇**

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 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 the past two years, I have been an editor for the English Paper of my

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