# 英语作文写信格式及范文英语作文(合集14篇)

来源：网络 作者：梦中情人 更新时间：2024-01-13

*英语作文写信格式及范文英语作文1Dear He Jian,My name is Wang Jiajia. I study in Xinqi School. I’m twelve years old. I like English very ...*

**英语作文写信格式及范文英语作文1**

Dear He Jian,

My name is Wang Jiajia. I study in Xinqi School. I’m twelve years old. I like English very much, because my English teacher is very kind. My favourite fruit is apple, because it’s sweet and healthy. My favourite day is Tuesday, we have computer, . and English. It’s a great day. Tell me about your school, please.

Your pen pal,

Jiajia

亲爱的何健：

我的名字是王佳佳。我在新奇学校读书。我今年12岁了。我很喜欢英语，因为我的英语老师人很友好。我最喜爱的水果是苹果，因为它又甜又有健康。我最喜欢星期二，在那天我们可以上电脑课、体育课还有英语课。真是美好的一天。请告诉我关于你的学校的事情吧。

你的笔友

**英语作文写信格式及范文英语作文2**

>范文一：

Dear Mike,I am glad to introduce my family to you. My family is a warm and happy are 5 people in my family, my grandpa, my grandma, my father, my motherand I. My grandparents are both teachers, they are still teaching in a is for maths, and Grandma is for English, sometimes their students cometo our home to send their greetings to them. My father is working in an American factory,he is very busy. Every evening he is doing his work in the midnight. At weekend he alwaysgoes to factory for his work. My mother is a nurse. Her hospital is near my home. I am a student in Junior high school. I hope you will introduce your family to sincerely

Tom

>范文二：

10 March 20\_

Dear Sir,

I was very interested in your advertisement in today\'s edition of The Evening Post and I should like to apply to be a member of the Amazon Expedition team.

I am twenty-three years old and have an honors degree in Botany from Bath University. Since leaving university I have been working in a research laboratory but my contract comes to an end in six weeks. I would particularly like to join the expedition for the opportunity it would give me to study the plant life of the area.

I enjoy several outdoor activities including rowing and rock climbing and I consider myself to be both fit and healthy enough to undertake such an expedition.

If you would like me to attend an interview, I would be able to come at any time convenient to you, (J1) my employers have agreed to give me time off for the purpose.

I look forward to hearing from you.

Yours faithfully,

Lily Ma

>范文三：

Dear Sue,

How are you doing?

I am writing this letter to say ^v^thank you.^v^ First and foremost, it is clear that you, just like ^v^our foreign mother^v^, were very patient to us. Additionally, needless to say, you taught me a lot, not only English knowledge but also your life wisdom;consequently, all of us have fallen in love with English and study. Last but certainly not least, there is no doubt that we had a great time together, which we will keep in mind forever.

By the way, I can\'t wait to tell you something new about my class. After you left for the America, we had an English competition. We all did very well, using the knowledge you told us. No one can deny you helped us so much!

Sue, can you give me some information about your life in America? I miss you so much. I am looking forward to your early reply!

Best wishes!

Yours love /truly,

Li Hua

>范文四：

Dear Mercy,

How is everything going!Last time you said you are anxious now because you find it hard to learn English ’t think you have to improve your English step by I will right behind my view,you should develop you interest on English first.

According to my experience,I think watching English movie,listen to some wonderful English songs and talk in English on the Internet would be have to prepare lessons before class that will help you understand what the teacher says in the class.

I know you feel bored in the class,but you have force yourself to be few days later you will feel it a little easy to learn left steps I will tell next time.

By the way,we have not seen each other since your family move to Hunan a year you ever thought about going back to visit me and learn English together in the coming Summer forward to your reply.

Best wishes,

Sally

>范文五：

Dear Mr. Wang,

Thank you for taking the time to write your wonderful letter in support of MCEA (Maywood Chinese Education Association). Your letter clearly articulates all the major reasons children in Maywood will benefit from studying the Chinese language as part of their elementary school education. It provides invaluable support that will help making bilingual Chinese education a reality in Maywood public schools.

Although MCEA would like to see Palo Alto public schools implement the first bilingual Chinese kindergarten class in September of 20\_, we have learned that the school district must take the time to understand how a new program will affect existing educational offerings, and to validate community interest. Nevertheless, MCEA, with more than 70 members, will continue to actively promote bilingual Chinese education in the Palo Alto public schools and will keep you apprised of the progress we make.

Thanks again for sending a letter in support of MCEA. We\' will continue to do all we can to realize this program both for families of Chinese descent and those with a general interest in participating in the growing economic power of China.

>>范文六：

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 I\'d gone alone, I couldn\'t have seen nearly as much, because I wouldn\'t 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.

>>范文七：

Dear Sir,

I am writing to apply for a British Council scholarship to study in Britain. I did my five years\' basic training in medicine at Shanghai University. After this I successfully completed a one-year postgraduate course in Ophthalmology at the People\'s General Hospital, where I am at present serving a two-year probation in the Eye Clinic.

As a result of the publication in 20\_ of my article in New Scientist entitled ^v^Soft and Rigid Contact Lenses ^v^, which was based on a survey of 37 patients over 6 months, I made contact with Dr. Li Ming of the Capital Hospital and Dr. Ma Li of the University College Hospital. I have received their help and advice with my current research project, which is a two-year survey of the acceptance of various types of contact lenses in 200 patients.

Despite their help, I feel that I cannot make real progress in this field unless I can actually have day-to-day contact with these specialists. I would therefore like to continue my research at either the Capital Hospital or the UCH as soon as my probationary period here is completed, and I would like to study in Britain for two years.

I enclose a detailed curriculum vitae and an offprint of my article, together with two letters of recommendation from Dr. Li Ming and Dr. Ma Li.

Yours faithfully,

Lily Chen

>>范文八：

Dear Sir or Madam,

I am writing to apply for a position as a computer engineer in your company. First of all, your company is the king in the area of software and is well-known for its development of software.

It would be a great opportunity for me to start my career in the company. What is more, my major is computer, and I have a strong interest in I was still a freshman, I got BandTwo certificate forcomputer, my class. Besides, I have attended various computer contests and won top prizes several times, which greatly enriched my knowledge on computer. Finally, I had once worked part-timely in a company for two years, and I gained wide experience in software in these two years.

I would be pleased if you could offer me an opportunity to interview me. Looking forward to your reply.

Sincerely yours

Li Hua.

>>>范文九：

Dear Wang Gang,

I was very interested to hear that you\'ve looking for a have never visited your country but I should be very happy to write to you. Let me introduce myself.

I\'m seventeen years study in a high go to school every day. My best-liked subject is hope to go to university and finally become a doctor.

My favourite sports are football and observing other hobbies are collecting stamps and doing crossword puzzle.

Please write to me and tell me about \'m very much looking forward to reading your letter.

Yours sincerely,

Chris Hampton

>>>范文十：

May 25th, 2024 sunny

A visit to jinmao building

jinmao building has chinese traditional styles and it is also modern. it is the signal construction of shanghai. it is located in the center of lujiazui financial area. our family visited jinmao building today.

the traffic there is very convenient. you can got here by tunnel and subway. and if you live near it, you can walk there just like our family. we went to the eighty-eighth floor of jinmao building. we saw the whole view of shanghai there. please come to jinmao building, and you will get some unexpected gains there.

**英语作文写信格式及范文英语作文3**

Dear friends,

I\'m awfully sorry to hear that a horrible and severe earthquake unexpectedly hit your hometown. Faced with such a rarely-seen disaster, you remain so calm and strong-willed that we are all moved to tears. A friend in need is a friend indeed. Thinking about your present situation, we can not wait a minute to make every bit of our effort to help you. I, as the chairman of student union, on behalf of all my schoolmates, express our most sincere pity and care for you. Besides, we make a donation of 120 thousand yuan to you, expecting that it can help you go through the difficulty. A better hometown can be rebuilt. Therefore, never give up whatever happens. Remember we won\'t be far away when you need any help!

Yours Sincerely,

Li Hua

**英语作文写信格式及范文英语作文4**

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 yearsstudy 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

**英语作文写信格式及范文英语作文5**

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,its very cute and easy to take care of,and its cheaper than rabbits or cats,so I bought it. Shes my best company,because she reads books and listens to music with me every with a hamster isnt always perfect,she sometimes noisy at night ,she love sleep all day,too. So,sometimes she is very boring! How do you think?

Yours,

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。人们喜欢它们，因为它们安静和干净。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。它是我最好的伴侣，因为它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，它有时晚上很吵，它喜欢整天睡觉。所以说明，它有时真的很无聊!你觉得怎么样?

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**英语作文写信格式及范文英语作文6**

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.

Yours,

Wang Ming

亲爱的戴维，

我很高兴你会来北京学习中文。中国是非常有用的，许多外国人都在学习。对你很难，因为它和英语完全不同。你必须记住尽可能多的中国话。同样重要的是做一些阅读和写作。你可以看电视，听广播练习你的听力。你最好跟人在中国。你可以从书本中学习汉语不但而且从你周围的人。如果你有任何问题，请告诉我。我相信你会学好中文。

希望早日在北京见到你。

真诚的，

**英语作文写信格式及范文英语作文7**

>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。

**英语作文写信格式及范文英语作文8**

Dear Mercy,

How is everything going!Last time you said you are anxious now because you find it hard to learn English ’t think you have to improve your English step by I will right behind my view,you should develop you interest on English to my experience,I think watching English movie,listen to some wonderful English songs and talk in English on the Internet would be have to prepare lessons before class that will help you understand what the teacher says in the know you feel bored in the class,but you have force yourself to be few days later you will feel it a little easy to learn left steps I will tell next the way,we have not seen each other since your family move to Hunan a year you ever thought about going back to visit me and learn English together in the coming Summer forward to your reply.

Best wishes,

Sally

**英语作文写信格式及范文英语作文9**

给领导写信格式

开放分类: 格式、书信、注意、要点

例文:(\_表示空格)

敬爱的xx:

，，您好-

，，(正文)

此致

，，敬礼-

(学校)

(班级)

，，，，，，，，，，，，，，，，，，，，，，，(姓名)

，，，，，，，，，，，，，，，，，，，，，，，(日期

又及:(注:手写书信，在写完以上内容后又想起有内容要写时用)

，，(内容)

1。书信格式

2。收信人的辈分和写信的口气

3。写信字体(整洁干净，大方美观)

4。落款位置和日期

5。写信目的和立场

6。写信用纸(email则可适当选择信纸背景以烘托主题)

7。信件封面格式和收信人尊称

给领导写信范文

敬爱的李总:

您好-作为信息服务公司的一名员工，我首先为您能经常找大家谈心，能让大家有任何想法都可以找您畅谈这种开明的气魄感到钦佩。来到公司一年多了，从没有这么正式的给您写过信或者找您交流过。今天能够给您写这封信是我考虑了很久才决定的事情，之所以反复思量这么久，是因为到最近我才真正看清楚和想清楚，我具体该怎么做才能为我们公司的发展出一份力。本想直接过去找您谈但不知道您时间是否方便，因此我想先借这

**英语作文写信格式及范文英语作文10**

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，Tom

**英语作文写信格式及范文英语作文11**

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

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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。

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。

英语作文写信必备短语、例句

is it going?最近怎么样？

am glad to receive your letter.很高兴收到你的来信。

am looking forward to receiving your letter.我期待着你的来信。

you in advance.提前谢谢你。

wirte to me as soon as possible.请尽快回信

luck |Best wishes.祝你好运

7、对……有害do harm to/be harmful to/be detrimental to

8、对……观点因人而异Views on……vary from person to person

9、把时间和精力放在……上focus time and energy on……

10、缓解压力/减轻负担relievestress/ burden

**英语作文写信格式及范文英语作文12**

虽然，我们写情书也不能脱离了写信的格式，可是我们在字行与纸的映衬间，却不能不下一番装饰底功夫。一样的纸笔墨，在善于写情书的人们，写起来行行清晰，字句分明，纸面上显着无限的光洁雅致。反之，不会写情书的人，就像普通尺牍一般地写，既俗又不雅，实难引起对方的美感。

>●一般的格式

情书书写的普通格式有二：一为横行，一为直行。凡是爱情的程度还未达到成熟时，互相来往的情书，当求其格式较为普通一点为佳。

但是，这种横行或直行的写法，亦应该字行布置得齐整美丽，兹将其分排法及适用性分述于后：

（1）横行的：

横行的书信，切不可用文字把整张纸都铺满，务须在四周留一些空白，俾增加整封信上的美观。

（2）直行的：

直行写法，惟其字行的编排格式，亦须四周多留空白，以增加光洁美观。

>●别致的格式

许多写情书的人，为了要使纸面上美观，挖空心思，想出许多别致的编排法。他的用意，无非是要增加对方的良好印象，使读此信者，感到新颖别致而已！兹试举例于后：

（1）玲珑小字：

用很小的字体，写成很小的一块在洁白的信笺上，字要端整，行数要齐，式样美丽非凡。

（2）独占一方；

书信的字行，偏占一方，假若编排适宜，亦甚美丽动人。

（3）心片：

用淡色彩纸剪成心形，再将情书写于其中，既甜蜜，又香艳。这实在是一个最吸引对方的办法。但是双方的感情尚未达到成熟时，骤用此式，似乎有唐突之嫌

（4）香帕留迹：

寄给异地的爱人和写给远别多时的爱人，或于爱情热烈如火的时候，把情书写在手帕上寄出去，其意义的深长，实为一般信笺所不能比拟。

>情书格式拓展阅读：（附范文）

>1.情书概述

情书就是情人之间为了爱情而相互沟通的往来书信。爱情，是一个玫瑰色的梦，一个绚丽光彩的梦，一个温馨的梦。爱情，是生命的真谛，社会的需求。爱情，也是心灵的需要，是在两颗心灵之间架起的彩桥，是一种能产生使世间一切都显得新美而神妙的力量，是生活中的太阳。

求爱，是人生爱情喜剧的序幕。情书，则是抛向心上人的彩球。当你想向久慕的心上人倾吐炽烈的爱慕之情，但羞于当面启齿的时候；当你想向寻觅到的佳偶当面求爱，但又怕陷入被拒绝的尴尬境地的时候；当你与心上人分离，想表达心中不尽的思念和眷恋，但苦于天各一方，难以传情的时候……每当这种时候，人们就会悄悄地展开信笺，提笔给恋人写上一纸情书。

古往今来，自从有了情书为媒，人们萌发了多少美好的爱情，缔结了多少幸福的婚约。有人称情书是“爱情的鸿雁”，有人叫它是“爱情的天使”，更多的人将它比喻成求偶的彩球。

因此，掌握写情书的艺术很有必要。

>2.情书写作要点

（1）称呼

情书一开头，先要写上称呼，即写信人对收信人的称谓。称呼很能体现出写信人与收信人之间的关系，所以一定要恰如其分，谨防过于热情或冷淡，使对方产生误解或引起不悦的感觉，把好事办坏。

称呼要在信纸的第一行顶格写起，既显得突出、醒目，又表示对对方的尊重。称呼后面，要用冒号，提示对方注意下面要讲的内容。然后，另起一行，空两格，写上“您好”、“近好”等字样。

（2）正文

正文是情书的主要内容。正文的开头要在“您好”的下一行空两格写起。内容可分几部分，把自己想要说的话写清楚。一段一段地写。

（3）结尾

正文写完后，要在结尾处写上一些表示祝愿的问候语，如 “祝你健康犷，、”祝你进步“祝工作顺利r，、”新春愉快，、“握手，、”再见，、“多保重，、”盼你来信，等等。

（4）署名和日期

在情书结尾后面，写上自己的名字，如”你的口口口“或 ”口口“、”口口口“等。

情书的日期要在名字的下面写明，特别是写信的年、月、日，目的是让对方知道自己写信的时间。青年人对恋爱之事极其敏感，往往会在情书中的任何一个部位捕捉信息。热恋中的情人，书信往来频繁，写信时间的标记更不能疏漏

>3.情书写作格式与范例

>第一种初交时的情书

男女双方处于交往初期的时候，彼此还不甚了解，更谈不上有感情，如果其中的一方给对方的信感情过于炽烈，就可能使对方一时难以接受，以至告吹。

男女双方处于交往初期的时候，相互之间写情书总的原则是：一要诚恳真挚；二要注意节制，掌握好语言的分寸。

张xx小姐：

您好！

打搅了。张小姐，我们在同一家公司工作，有话本来可当面讲，现在竟然写起信来，你也许会感到我这样做有些唐突吧。

不瞒你说，我和你每次在公司里接触时，就很想单独跟你多聊一会儿，但又觉得这样做有些唐突和冒昧，而且一下子也不知道该说些什么好，所以只好一次又一次地作罢；我也曾几次给你写信，每次写了几句话，都感到意犹未尽而搁笔。

今天上午，我接到人事行政部通知，要我去总公司脱产学习 1个月。我为能有这样一个集中学习的机会而高兴，但离开公司以后，或者确切地说，1个月见不到你，内心总有一种失落和惆怅，想到此事，夜里我实在睡不着，于是我鼓起勇气给你写这封信。

张小姐，此时此刻，窗外繁星满天，我要对你说的话就像天上的繁星一样多，但归结到一句话，就是企求得到你的友情。我希望这封信能成为我们建立深情厚谊的开始。

张小姐，如果我这个企求能得到你的肯定的话，希望你在明天我出去学习之前给我一个回音，哪怕是只有片言只语，我也会觉得十分满意了。

真诚地期待你的回音！

写信人：

日期：

**英语作文写信格式及范文英语作文13**

一般书信写作格式及范文

书信一般由称谓、问候语、正文、结尾、署名、日期所构成。 我们以刘星给强强的一封信为例作简单讲析。 1 ．称谓

在首行顶格的位置写称谓，后加冒号。

为了表示尊敬、亲切，可在称谓前加上“尊敬的”或“亲爱的”等词。这由写信人与收信人的关系的亲疏远近而定。

亲爱的强强：（同学之间，关系亲密，可用亲爱的） 2 ．问候语

第二行开头空两格写问候语。

运用礼貌语言，使收信人感到亲切，受到尊敬。

长者多问候身体，中年人多问候事业和家庭，青年人多问候爱情和学业，少年儿童多祝愿健康成长。

你好！你在新学校的生活还习惯吧，别忘记了老同学哟 3 ．正文

另起一行空两格写，一般一件事一段，注意要分层次叙述清楚，简洁清晰语言要求准确通俗，明白如话，不要作过多过深的修饰，已免造成对方难于理解。

最近我们准备开一次同学聚会，不知你有时间回来参加没有。

另外，请你帮我到新华书店买一本语文学习资料，阅读方面的。 4 ．结尾

要根据收信人的身份，写表示祝愿的话，以示礼貌。

一般性的祝词“此致”“敬礼”，格式是另起一行空两格写“此致”，“敬礼”下一行顶格写。

给长者的信往往写“祝您健康长寿”，给朋友写“祝工作顺利”，给晚辈写“祝你学习进步”。“祝”前空两格，祝福语顶格写。

学习更上一层楼。 5 ．署名和日期

最后两行靠右写写信人的姓名，姓名正下方落下写信日期。

根据写信人与收信人的关系，在姓名前可表明身份，如“学生 ××× ”、“儿 ×× ”等。 1 好友：刘星

××年×月×日

一般书信写作注意事项：

1 ．内容要写得清楚明白，以免造成对方的误会或疑问，耽误事情。2 ．用词要热情、自然、贴切、有礼貌。

3 ．要按照书信的格式写，信封写作更要规范，避免投递困难。 4 ．字迹要清楚，不能潦草，以免造成误会和麻烦。

写给妈妈的一封信

亲爱的妈妈：

您好！

您一定感到十分意外吧，女儿忽然会给您写信。

在家中，我和您无时无刻都在见面，彼此之间的谈话更是家常便饭，但是，有些话是不能当面澄清的，它需要有一种中介物来传递。今天，我就借着这封信来对您说出最想对您说的心声吧！

妈妈，我想告诉您，女儿需要自由。在家中，您老是逼我穿裙子、紧身衣之类的衣服，您是了解我的，我这人就是有点儿男孩子性格，对于女孩子该有的搽脂抹粉、穿漂亮衣服、爱打扮，我是一点兴趣都没有。可您为何还要逼我呢？记得有一次，您让我穿一套裙子去上学，可任凭你说什么，我都不穿，我们在家里闹翻了。那天中午，也因此耽误了上学时间，在学校，我挨了老师好一顿训。我喜欢一些宽大的、穿上去舒适的衣服，这样比较好活动，妈妈，您就依了我吧，给我点自由。

妈妈，我想告诉您，请您给我多一点信心多一点支持吧。每年“六一”节，在学校举办的运动会上，我几乎都不能夺冠，回到家里，您没有安慰我，反而将我数落了一顿，您知道我当时的心像被刀割的一样吗？再拿这一次来泉州参加作文比赛的事来说吧，在我准备报名参赛的时候，您就说我想夺冠简直是痴人说梦。我没有理会您，毅然地报了名，后来您才不那么反对了，但免不了在平时的谈话中提及。我不服气，决心要跟您对干到底。在这次的作文比赛中，我一定会尽我的全部力量的，我不想让您看扁。妈妈，您知道吗？一个孩子在失去父母对自己的信心与支持后，会是多么落魄啊，妈妈，女儿需要您给予我信心和支持啊。

妈妈，今天我借着这封信，把我的心声都对您说了，也觉得心里舒坦极了，我希望这封信的内容能早日映入您的眼帘。

在此女儿祝您

身体健康！万事如意！ 您的女儿：小红 20\_年7月14日

2篇2：

>一、书信格式(称呼、正文、祝福语、署名、日期)

>三、练一练：（请假条）

6月9日，杨泊宁同学生病了，医生说要在医院住院一周。请你替杨泊宁同学给班主任徐老师写一张请假条。

>四、学写通知：

六年级五班准备在9月21日下午两点钟在本班教室召开新学期第一次家长会，请你帮老师写一份通知。

>五、收 条

学校财务室受到六六班交来的希望工程捐款682元，请你帮财务室为六六班写一张收条。

>六、学写留言条（练一练）

11月10日上午，杨柳同学去给李红还书，可是李红家里没人，李红隔壁的王奶奶提议把书暂时放在自己

家里，等李红回来自己来取。请你替杨柳给李红写一个留言条，贴在李红家的门上。

>七、请柬

六年级打算以“劳动”为主题与家长开个恳谈会，共同探讨关于劳动的问题，请你以班级的名义给你的家长写份请柬。

>八、海报

为了丰富同学们的课余生活，学校美术组决定在“六一”举办书画展，展出地点在学校综合楼三楼画室，请你为本次活动设计海报。

>九、2月10日，赵玲同学借王敏同学25元钱，2月15日前归还，请你替三（1）赵

>十、4月28日，王老师让李亮写一张领条，去后勤处为四年级二班领取元现金，用于同学们购买庆“五·一”活动奖品，请你帮助李亮写张领条。篇3：古代写信祝语

古代书信常用祝颂、问候语并古代书信常识

“顺颂商祺”的意思

顺：顺便 ;颂：祝愿 ;商：经商 ;祺：吉祥 ;顺颂商祺：顺便祝你工作顺利的意思.过去多用于信函的结尾.祺有吉祥之意。对商人（也指生意人、做买卖的人等）的祝愿一类的意思（但一般不是祝贺）。类似的，还有如“师祺”“文祺”，“近祺”，等. 问候祝颂语

书信中说完正事之后，向对方表示问候与祝颂，皆属礼貌之举。常见的问候祝颂语有很多，现代的如“向您全家问好”、“祝身体健康”、“祝你进步”、“祝你成功”等等。传统的如给长辈写信用“敬请×安”或“敬颂崇棋”；如果给平辈写信，一般则用“即请大安”、“顺颂时棋”，假如给晚辈写信，只用“即颂”、“顺问”即可。

古代书信常识

这里再对较常见的提称语约略作些解释。

足下古代最初用为下对上的敬称，后来书信中多用于同辈之间。

膝下旧时子女致父母的信，多以“父母亲大人膝下”起首。人幼时常依于父母膝旁，家书中用“膝下”，既表敬重，又示出对父母的亲爱、眷依之情。

垂鉴赐鉴钧鉴尊鉴台鉴鉴，即古代镜子，有审察的意思。用作书信提称语，就是请阅看的客气说法。垂，含居高临下之义。赐，上给予下叫做赐。钩，古以钩陶喻国政，后称宦官多冠以钩宇。垂鉴、赐鉴、钧鉴，多用于对上、致年高德韶者的信中。尊鉴，可用于尊长，也可用乎辈。台鉴适用较广，“台”有“高”义，对熟识或不熟识的尊长、平辈，皆可使用。

勋鉴道鉴大鉴英鉴伟鉴雅鉴惠鉴对身居高佼、有功勋业绩者，可用“勋鉴”。对道德君子、望重学者，可称“道鉴”。大、英、伟、雅，含高尚、美好、不凡、不俗的意义，宜用于友朋往来书信。 “惠鉴”，就是赏阅的意思，但语意分量较“赐鉴”为轻，适用于一般书信，师长对已独立的后辈学子，也可用此客套。

慈鉴爱鉴双鉴芳鉴致母亲，可称“慈鉴”。夫妻，或情意亲密的男女之间，可用“爱鉴”。给友朋夫妇二人之信，可用“双鉴”。女子间往来书信，可用“芳鉴”。

礼鉴给居丧者信，用“礼鉴”。如，爱国之士李公扑遇害后，xxx等致其夫人唁函即称“张曼筠女士礼鉴”。

公鉴共鉴同鉴用于致团体或多人的信函，可于所列人名之后，书“诸先生共鉴”等。

道席讲席教席撰席著席史席席，席位。道席，多用为学生对师长的尊称。讲席、教席，

也是对从事教育、讲学者的敬称，但用于平辈间，写信人与受信人不必有师生关系。撰席、著席、史席，都用作对文士的敬称，文人间也常互用。撰，即著述。史，指有著作传世垂史。

览阅知悉一般用于长对幼、前辈对晚辈的称呼之后。

启辞启辞就是信文的开场白，或寒暄客套，或提示写信原委等。启辞理应属于信件正文的一部分，由于旧时尺牍中，这部分形成了一系列的套语，在现时书信中还常可以看到，所以将此单独提出，分两类举例以供参考：

(1)表示写信人以诚恳的态度，请受信人阅读信文。如：

敬禀者写信人自称是恭敬地禀陈事情的人，表示下面是所要禀告的话，用于致父母尊长的信，如“母亲大人膝下，敬禀者”。

跪禀者义同“敬禀者”，用于子孙对尊长。 即禀者同上。

敬启者写信者自谦为恭敬地陈述事情的人，表示请对方允许自己告诉下面所写的内容。既可用于同辈，也可用于下对上。

谨启者谨，是谨慎、郑重的意思。用于同辈。

径启者径，这里是直截了当的意思，一般公私书函通用。

拜启者拜，表敬词。用于友朋往来书信。

敬呈者与“谨呈者”，皆用于下对上的公私书函。

恳启者用于平辈，表示下面信文将写求助于对方的内容。

兹启者兹，这里，现在。兹启，意即今在此陈述。态度客观平和，不含明显敬意。 哀启者向亲友报丧的书信用此。

复禀者用于对尊亲或上级的回信复禀。对平辈可用“再启者”。

专启者用于专谈某实事的书信。

(2)根据具体情况，或作寒喧客套，或提示写信原委等。如：

顷诵华笺，具悉一切。忽奉手教，获悉一是。奉诵钧谕，向往尤深。顷获大示，井所赐物。惠书奉悉，如见故人。幸承明教，茅塞顿开。披诵尺素，谨表葵私。数获手书，至感厚爱。展读琅函，甚感盛意。接阅华简，幸叨莫逆。捧读德音，喜出望外。手教敬悉，词意深美，一启蓬心。正切驰思，顷奉华翰，快慰莫名。顷得手示，欣悉康泰，至为宽慰。蒙惠书并赐大著，灿若河汉，拜服之至。迭接来示，因羁琐务，未及奉复，深以为歉。台函奉读多日，未即修复，万望海涵。大札敬悉，稽复乞谅。欣奉惠书，敬聆喜讯，不胜忭贺。接读手书，知君抱恙欠安，甚为悬念。久慕鸿才，今冒昧致书，以求教诲。别来无恙久不晤见，甚念贤劳。暌违日久，拳念殊殷。久疏通问，时在念中。一别经年，弥添怀思。日前曾奉一函，谅已先尘左右。前此一函，想已达览。

其实，写信也是写文章，此类启辞套语，虽可采用，却不必拘泥，尽可以千变万化的。从这个意义上说，启辞套语也是可以省略的。比如，现在不少人写信，习惯于一开头即用“你(您)好”二字，似乎不如此，这封信就没法往下写似的。先向收信者问候致意，原是不错的，然而如果封封信都是如此格局，则未免呆板单调了。

正文信的正文，即写信人对收信人说的话，这是书信的主体。正文从信笺的第二行开始写，前面空两字。如果启辞单独成行，正文可在启辞的下一行空两宇开始书写。书信的内容各不相同，写法上也无需一律，以表情达意准确为原则。一般说来，应先谈谈有关对方的事情，表示关切、重视或谢意、敬意，然后再谈自己的事情。正文写好后，如发现内容有遗漏，

可补充写在结尾后面；或写在信右下方空白处，并在附言之前加上“另”、“又”等字样；或在附言的后面写上“又及”或“再启”字样。

结语结语，即信文的结束语，理应属正文的一部分。但与“启辞”相仿，旧式书信中也形成了一系列常用结语套辞，现时各界文化人士的书简中，仍频见使用。这里不妨胪列若干，供参考。

书短意长，不一一细说。恕不一一。不宣。不悉。不具。不备。不赘。书不尽意。不尽欲言。临颖不尽。

余客后叙。余容续陈。客后更谭。

请对方回信：

盼即赐复。翘企示复。伫候明教。时候教言。盼祷拔冗见告。万望不吝赐教。敬祈不时指政(正)。敢请便示一二。尚祈便中见告。如何之处，恭候卓裁。至盼及时示下，以匡不逮，无任感祷。

告诉对方不用劳神回信：

谨此奉闻，勿烦惠答。敬申寸悃，勿劳赐复。 答复对方询问： 请人应允：

所请之事，务祈垂许。以上请托，恳盼慨允。诸事费神，伏乞俯俞(允)。

**英语作文写信格式及范文英语作文14**

Dear Mercy,

How is everything going!Last time you said you are anxious now because you find it hard to learn English ’t think you have to improve your English step by I will right behind my view,you should develop you interest on English first.

According to my experience,I think watching English movie,listen to some wonderful English songs and talk in English on the Internet would be have to prepare lessons before class that will help you understand what the teacher says in the class.

I know you feel bored in the class,but you have force yourself to be few days later you will feel it a little easy to learn left steps I will tell next time.

By the way,we have not seen each other since your family move to Hunan a year you ever thought about going back to visit me and learn English together in the coming Summer forward to your reply.

Best wishes,

Sally

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