# 红色英文书信范文(11篇)

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*红色英文书信范文 第一篇Dear Jerry,What a pleasant surprise, the news that you and your parents are visiting China now. How is your ...*

**红色英文书信范文 第一篇**

Dear Jerry,

What a pleasant surprise, the news that you and your parents are visiting China now. How is your trip in China?

I am writing to you for the purpose of inviting you to give a few talks on student life and social life in your country.

I know that you are good at giving speeches.

I would be very grateful of you if you could give a lecture on “Student Life and Social Life in Britain”to my classmates on Sunday, May 22. If this subject does not suit you, any other similar topic would be welcome as well.

If it is convenient for you, would you please drop me a line to let me know whether you can come or not? We could be looking forward to the opportunity to benefit from you.

Sincerely yours,

Peter

**红色英文书信范文 第二篇**

Dear Jack,

I\'m sorry to hear that you \'re feeling unhappy these days. But there are lots of ways to make yourself feel better. You can do whatever you enjoy as long as it doesn\'t make you hurt yourself or someone else. For me feel happy. I get up rarly every morning, I study hard in class and I finish my homework on time. I don\'t stay late. I alse like to help my classmates when need help. On weekends, I enjoy doing many things, such as reading, visiting old ffiends or my grandparents, go to the park, doing exercise or having a party with my classmates. Take it easy. I hope you will feel better soon.

Best wishes,

LiLei

亲爱的杰克,

我很抱歉听到你最近过得不开心。但是有很多方法可以使自己好起来的。你

可以做任何你喜欢的事情,只要它不让你伤害自己或别人。为我感到高兴。我就每天过得很开心，每天早早起床,在班里努力学习,按时完成家庭作业。我不熬夜。我也喜欢帮助需要帮助的同学。在周末,我喜欢做很多事情,比如阅读，拜访老朋友或看望祖父母,或去公园,做运动或者和我的同学开派对。不要着急。我希望你很快就会好起来的。

最好的祝愿,

**红色英文书信范文 第三篇**

Dear Mr. Smith,

Congratulations on your firm’s recent(近来的) selection to design and print media advertisements for the Beijing Municipal Government. We learned of your success at our convention in Shanghai last month.

We have long believed that the success of inpidual franchises is directly linked to the healthy growth of the industry(生产制造) at large. We can think of no better firm to help our industry achieve wide recognition than your company.

We have followed your success in promoting other associations(协会) such as soft drinks, snack foods and recycling. Your “Dream Vision20XX” ads for the bottling industry were both inspirational and effective in raising consumer awareness, and we look for similar positive responses(答复) to this business with the Beijing Municipal Government.

Again, accept our warm congratulations on your selection. We look forward to seeing the results of the survey you conducted(进行) during our convention.

Sincerely yours

Leonardo Chen

**红色英文书信范文 第四篇**

21 June 20\_

Dear Mary,

Thanks for your last letter. I\'m so glad that you have been able (at last! ) to arrange a holiday in Australia. As I fear I won\'t 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 flat. Presumably 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

. I will leave something for breakfast in the fridge. Help yourself to anything you want.

**红色英文书信范文 第五篇**

Dear Mary,

I’d like to invite you to join us for a visit to the nearby nursing homenext Saturday for the Double Ninth Festival. It is the day for the elderly inour culture.

We’ll go and make dumplings and cakes with the elderly people there. We’llalso spend some fun time together singing, dancing and playing games, which wehope will make them happy. We should be back around 4 o’clock in the you are able to come with us, please let us know and we’ll wait for you atthe gate at 9 in the morning.

Looking forward to your reply.

yours,

**红色英文书信范文 第六篇**

Dear Headmaster,

I\'m writing to tell you about the discussion we\'ve had on whether the school should organize a spring outing for the students.

Opinions on the question are pided as follows:70% of the students think that the school should organize the spring outing. They believe that the spring outing can make them enjoy the nature\'s beautiful scenery, which can broaden our vision and fill us with more knowledge. They also say that the air in the open fields is fresher. What\'s more, fresh air does a lot of good to our health.

On the other hand,30% don\'t like the idea of going out for a spring outing. In their opinions, time is very precious, so they have to grasp every minute to work hard at their lessons. Traveling costs a lot. In that case, it will add to their families\' burden. Above all, no one can be sure of the safety of every student.

Yours truly

Li Hua

亲爱的校长：

我写信是想告诉您我们已经讨论了学校是否应该为学生组织一次春游。

意见有分歧的问题如下：70%的.学生认为学校应该组织春游。他们认为春游可以使他们享受大自然的美景，可以拓宽我们的视野，让我们获得更多的知识。他们还说，户外的空气更新鲜。更重要的是，新鲜空气对我们的健康很有好处。

另一方面，30%的人不喜欢出去春游的想法。在他们看来，时间是非常宝贵的，所以他们必须把握每一分钟努力学习功课。旅行花费太多。在这种情况下，这会增加家庭的负担。最重要的是，没有人可以确保每个学生的安全。

您最真诚的，

**红色英文书信范文 第七篇**

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,

yours,

**红色英文书信范文 第八篇**

Dear Mercy,

How is everythig going! Last time you said you are anxious now because you find it hard to learn English well. Don\'t worry. I think you have to improve your English step by step. And I will right behind you. In 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 helpful. Secondly, you 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 concentrated. A few days later you will feel it a little easy to learn English. The left steps I will tell next time. By the way, we have not seen each other since your family move to Hunan a year ago. Have you ever thought about going back to visit me and learn English together in the coming Summer vacation.

Looking forward to your reply.

yours,

**红色英文书信范文 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 I\'m writing to say I\'d like to e 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 didn\'t stick to any of them for long. Recently I\'ve been doing a bit of hitch-hiking round Europe so I\'ve had some experience of traveling the hard way which should e in handy on the expedition you\'re planning. By the way， I\'m 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

**红色英文书信范文 第十篇**

Dear John,

I am writing to thank you for looking after me after that unfortunate accident the other day, when I was knocked off my bike by a taxi. But for your assistance, I fear that the consequence might have been much more serious.

The doctor says that my broken leg is healing well, and that I would be able to stand up again in a week’s time. In addition, the taxi company has agreed to pay my hospital bills.

Anyway, everyone agrees that it was your quick-witted response in that emergence that has led to this satisfactory outcome(满意的结果). I feel I owe you so much, so please accept my most sincere thanks.

Yours sincerely,

Li Ming

**红色英文书信范文 第十一篇**

英文书信的构成可分为8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), 附言(P. S.)

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

注意：写地址的次序与中文不同，应先写门牌号码街道，然后城市和国名。写地址时采用齐头或缩进式，以及每行后要不要加标点符号，都没有固定的`规定。如写给经常往来的亲友，这项地址也可以省略。

日期(Date):

写日期注意下列各点：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.。但不要用数字来代替，如7/4/99 或7， 4， 99，因为在英国此日期代表 7th April，1999，而美国则代表4th July，1999。 ③日期可用1，2，3，4 11，12 21，22 31等，也可用lst，2nd，3rd，4th 11th，21th 22nd 31st等。

日期的几种写法： 7， October, 1998 Nov., . 3rd, 1999

④特别注意英文书信日期应紧接着写信人地址下一行，不能像写中文书信那样写在书信签名之后，这是很多学生的常见错误。

收信人姓名及地址(Inside Name and Address)

写信人的地址和日期写好以后，接着就要写收信人的姓名和地址，一般的事务信件或给较生疏的朋友的信件要写，而在给极熟的朋友的信中则可省去。这一项写在日期下一行的左上角。收信人姓名写一行，收信人地址可分两行或三行写，和写信人的地址一样，上下可取齐，也可以向右缩进。在姓名前一般要加上称号，称号因人而异。

①对普通男子用Mr;②对未婚女子用Miss;③对已婚女子用Mrs，对婚姻状况不明确的通常用Ms(后跟本人姓);

④对男子用Master;⑤对教授或博士(医生)用Prof.或Dr.

称呼(Salutation)

称呼指的是信文开头的那种称呼，如Dear , Mr, Uncle，各种称呼因人而异。在称呼后面一般是用逗号，但也有用冒号的。现归纳如下：①对父母、兄弟、姐妹等;, dear Mother, c. Dear Sister, d. Dear Tom,

②对亲戚： dear Auntie, Cousin, dear Cousin,

③对朋友、同学 dear friend, Mr Jackson, dear Mr Jackson, Sir,

④对未婚女子： Miss Luce, dear Miss Luce,

⑤对一般女子，不论是否结婚：, Madame,

⑥对已婚女子： Mrs Helen Jackson, dear Mrs Helen Jackson,

⑦对公司、工厂、学校等： Sirs, , ,

信文(Body of the letter)

信文是信件的主体部分，也就是信的内容。正文应在称呼下两行开始。信的开头第一个字母通常和称呼开头第一个词平齐。也有往后退四个或八个字母的。下面介绍一些开头语和结尾语。

开头语

①相当于中文的“敬君者”。

beg to inform you that

beg to take this opportunity to inform you that

have the honor to address you that

d. I write in a hurry to inform you that

have the pleasure to tell you that

f. I\'m very much delighted to inform you that

②相当于中文的“接读某月某日来信，一切知悉”。

thank you very much for your letter of May 20th

letter of May 20th has been received with thanks.

gives me great pleasure to receive your kind of May 20th.

answer to your kind letter of May 20th, I deeply regret that

have received your kind letter of May 20th.

can\'t express my delight on finding your favor of yesterday on my desk this morning.

letter dated May 20th has been received.

结尾语

采用三种方法：

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.

结束语(Complimentary Close)

结束语的一般写法如下：

① 业务书信常用：Yours faithfully, Faithfully yours, Yours truly, Truly yours, Sincerely yours,

② 公函常用：Yours respectfully, Respectfully yours, Yours sincerely,

③私人书信常用：Sincerely yours, Yours very sincerely, Yours affectionately, Yours ever,

④给亲戚朋友的信常用：Love, All my love, Your(ever)loving son/daughter/cousin , etc.

Your affectionate nephew, lovingly, Lovingly yours,

署名(Signature)

下面是署名的例子：

① 个人署名：truly, W. J. Watson ,Yours faithfully,

②公司署名：Legend Computer Company, Wang Lin ,Sales Manager

附言(Postscript)

发信人有时在写完信后又想起一件比较重要的事没有说，可以在信末署名下面几行写上， P. S. (Postscript的缩写)，然后将要补充的话写上。不过要注意写信时最好将事情一次讲清楚，尽量少用或不用.。

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