# 英语书信格式范文四年级(精选63篇)

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*英语书信格式范文四年级1亲爱的赵老师：你好！认识你已经三年了，三年来，您就像我的妈妈一样。记得有一次运动会，我不小心被别的小朋友推了一下，当时手就擦破了皮，我当时痛得大哭，您看到这一幕，赶忙冲过来，把我抱在怀里，轻轻地哄着我，然后帮我清洗伤...*

**英语书信格式范文四年级1**

亲爱的赵老师：

你好！认识你已经三年了，三年来，您就像我的妈妈一样。

记得有一次运动会，我不小心被别的小朋友推了一下，当时手就擦破了皮，我当时痛得大哭，您看到这一幕，赶忙冲过来，把我抱在怀里，轻轻地哄着我，然后帮我清洗伤口，涂药。而推倒我的小朋友吓得躲在旁边不敢出声。您不但没有大声地批评他，而是慈祥地摸摸他的头，告诉他这样很危险，下次不能这样了。放学时爷爷来接我，您把事情的原委和注意事项告诉爷爷。回到家中，我亲耳听到爷爷说：“赵老师真是一位好老师啊！”那时候，我不懂事，但我的心中，就已经很爱您了。

还记得有一次我的考试成绩下降了，我以为会遭到您和妈妈的一顿斥责。结果是您亲自打电话给妈妈，帮我分析失败的原因，和妈妈一起教导我们做事不要心浮气躁，不能粗心大意，不能应付式地学习。要认真仔细，要沉着稳重，才能读好书，使成绩有所提高。从那以后，学习时总会想起您对我们说的每一句话，从而严格要求自己。今年，我又被选为小组长，赵老师，真的谢谢您！

老师，您辛苦了！我会更加努力的学习来报答您！

**英语书信格式范文四年级2**

Different people have different views on success. Some people think that a lot of money means success. Others think that holding a high academic title in a famous university or research institution means success.

Success is a brilliant achievement in our work. No matter what we do, we make outstanding contributions to the development of our country To bring help and happiness to others is success. First of all, we should have a clear long-term goal in life.

In addition, we should get something for nothing. We know that in different periods of life, we should have short-term goals. It is these short-term goals that make our long-term goals possible.

Second, no matter what we do, we should persevere and work hard There are always two possibilities: success and failure. When we encounter difficulties or failures, we should never lose heart. On the contrary, we should learn from experience, build confidence, work harder and smarter towards our goals.

We should learn from succesul people and learn from them. We should try to get on well with our classmates and colleagues. We should care for and help each other in our study, work and life, because teamwork is very important to realize our dreams.

If we follow these principles, we will surely achieve extraordinary success in our life.

中文翻译：

不同的人对成功有不同的看法有些人认为赚大钱意味着成功另一些人认为在中担任要职就意味着成功还有人认为在著名的大学或研究机构拥有很高的学术头衔就意味着成功，成功就是工作上的辉煌成就，也就是说，不管我们做什么，为的发展做出突出贡献，给别人带来帮助和幸福，就是成功就是成功，首先，我们要有一个明确的人生长远目标，除此之外，不劳而获，我们知道，在人生的不同时期，我们应该有短期目标，正是这些短期目标使我们的长期目标成为可能第二，无论做什么，我们都要坚持不懈，努力工作，总有两种可能：成功和失败。当我们遇到困难或遇到失败时，我们决不应灰心。相反，我们应该吸取经验，树立信心，朝着我们的目标更努力、更聪明地工作，我们应该学习成功者的榜样，并向他们学习。

我们应该努力与我们的同学和同事相处融洽。我们应该在学习、工作和生活中互相关心和帮助，因为团队合作对于实现我们的梦想非常重要，如果我们能遵循这些原则，我们一定会在我们的生活中取得非凡的成功。

**英语书信格式范文四年级3**

Dear friends,

Im 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 wont be far away when you need any help!

Yours Sincerely,

Li Hua

**英语书信格式范文四年级4**

I have been good at school. I often think of you when I go to bed because we always go for a walk before go to bed at home. So I miss you everyday.

Do you miss me? Why dont you call me? Ive got a lot of things to tell you.

One of the things is about foreign teachers daughter. Her names Skyler. She lives in Canada. She comes to our class to learn Chinese and English with me in my class.

This afternoon, when it was art and craft class, our class were cleaning the gymnasium. And she did it with us too. So I usually talk to her when she doesn’t know what to do? But when the class is over, I always havent got enough time to talk to her. And I usually cant find her. So we dont have time to introduce to each other. But it is the first time that I have a foreign student. So Im very happy!

Mum, you often tell me, ^v^If you are happy, Ill be happy, too.^v^So you have to be happy, because Im happy! I like you when you are happy!

In the end, I wish you everything is just fine!

Yours,

Sophia.

**英语书信格式范文四年级5**

Leaders, Members:

Hello, everyone.

My name is XXX. You can call me Andy in English. I\'m from Tieling elementary school. I\'m in Grade 2 Class 1. I\'m seven years old. As you can see, I have big eyes and round face. I am not very tall but I am very strong and smart.

I was selected by my classmates to be the monitor. Now I am in charge of the whole class to help my teacher. I like this position and I will do my best to make our class better.

I know why my classmates selected me to be the monitor, because I am very caring and understanding, I am organized and responsible, additionally I am not selfish,not like lots of children do at present. I feel very happy when I help others.

I learned all these virtues from my mom and dad. They both are very nice persons. I am proud of them, besides they are nice, my mum is beautiful and my dad is handsome. I love them very much.

I like English. Sometimes I talk with my mom in English. My mom helped me a lot in learning English. I like singing, dancing and drawing. My favorite colors are blue and green. These two colors make me think of the sky, ocean and forest. I want to grow up to be a man with broad mind like the sky, to be a deep thinker like ocean and an active protector for others like forest. Thank you!

**英语书信格式范文四年级6**

There are four seasons in the year .my favorite season is summer .because i can go to the beach to can have sunbath on the beach. i can wear beautiful dress , i can go to the store to buy some ice creams. i can calling my friends go to outside!summer is a fun season !I like summer very much!

**英语书信格式范文四年级7**

Leaders, Members:

My name is Liyuanyuan. Im a boy and I am 12 yeas old, there are 4 people in my family. My father is a Chemistry teacher. He teaches chemistry in Zhengxin senior high school.

My mother is a Chinese teacher. She teaches Chinese in the university. I have an elder brother; he is a junior middle school student and is preparing for the entrance exam.

Im tall and I have a pair of big eyes. Now, I am in Grade 5, my study is not very good, but I like English, so my English is better than others.

I like singing, drawing, playing basketball. I like to read English story books in my free time. Sometimes I surf the Internet and download the English study materials. Because it also enlarges my vocabulary words. I think one day I can master English. Thank you.

**英语书信格式范文四年级8**

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

**英语书信格式范文四年级9**

敬爱的爷爷：

希望看到这封信时能够坚强、快乐。

年春节前您不慎将自己的胯骨摔成了骨折，过年时，我们回家看您还很好，可当我们一家从老家回来不久，您的身体状况逐渐低下，家里人把你送到医院检查，发觉情况不妙就送到了南京军区总院，结果确诊为肺癌晚期。

这对我们来说是一个很大的打击，我们保密着，始终没有告诉你，可你是个老军医，又有谁能骗的过你呢?您知道自己是什么病了，而且没有做手术和痊愈的可能。但您却根本不像军医，一点也不配合治疗，有时甚至让我怀疑您是不是我爷爷，我的爷爷不是这样的!

外孙有太多的话要跟爷爷说，外孙也有好长时间，没有陪爷爷聊天了，没陪爷爷了。这次信里写的都是外孙早就想跟爷爷说的，现在您在老家调养，您一定要听我姨、姨夫们和姥姥的话，为下一个放疗做准备，要尽快为实现您外孙的愿望而努力。

祝：坚强，快乐!

您的外孙：明明

\_\_月\_\_日

**英语书信格式范文四年级10**

亲爱的姐姐：

你好！你近来身体好吗？学习怎么样？我最近看了一本书，想和你分享一下。

这本书的名字叫《汤姆叔叔的小屋》，是1851年，美国作家比彻斯托夫人写的。这本书通过对汤姆和乔治·哈里斯夫妇这两种不同性格黑奴的描述，告诉了我们：逆来顺受、听从奴隶主摆布的汤姆难处死亡的命运，而敢于反抗、斗争的乔治夫妇得到了自由。

整个故事深刻反映了当时的社会状态，真实感人，深入我们的内心，给我无尽的感概。它给我们塑造了汤姆叔叔等一系列伟大的形象，突出了道德在生活中的重要性，让我们思考，我们应该做一个怎样的人。书中汤姆虽然听众奴隶主的摆布，但他都是为了不使主人为难，才没有逃跑，这种精神令人敬佩。林肯总统接见斯托夫人时称她是“写了一本书，酿成一场大战的小妇人，”这句话充分反映了《汤姆叔叔的小屋》这部长篇小说的巨大影响。这部享有盛誉的世界文学名着，自问世至今一个半世纪，但今天读起来依然那么促人深思、催人泪下，凡是读过这本书的人，都被它深刻的内涵和艺术魅力影响了。

身体健康，学业进步

你的妹妹：xxx

20xx年xx月xx日

**英语书信格式范文四年级11**

亲爱的妈妈：

您好!光阴似箭，日月如梭。如今我已从一个幼小无知的孩子变成了一位优秀的少先队员。这其中的酸甜苦辣，只有您最清楚。回想起童年的往事，我既快乐又感到愧疚，愧疚是因为在以前，我让您操碎了心，快乐是因为在过去，我是多么的天真可爱，无拘无束。尽管在家里充满着恶作剧，但我仍然是家里最美的一个开心果。这些您还记着呢吗?

有一次，您在看电视，您让我给您端一杯水，我就跑到厨房往杯子里放了一点盐，便给您端过去了，您喝了一口就全吐出来了，我哈哈大笑，您便问怎么回事?我才说我往杯子里放了一点盐。您听了只是笑着说：“小调皮。”

还有一次我发烧了，正巧那一天您加班，可是您得知我发烧后，放下手头的工作就赶回了家，因为当时我发烧了，头脑很不清晰，我只记得您为了让我尽快的退烧，拿着一个湿毛巾一次又一次的给我敷在脸上，渐渐地我退了烧，便入睡了。可是第二天我醒来才发现您彻夜未眠，顶着个黑眼圈上班去了，我看见了，心里有一种说不出来的难受。此致。

妈妈教会我给花朵，给绿叶讲故事，我给每一个早晨都献上一首诗。妈妈给我的心灵注入了无尽的养料，让我珍惜享用这多彩的人生。

您的女儿：眭愿

20x年xx月xx日

**英语书信格式范文四年级12**

How time flies! I have studied in my school for three years. And I willgraduate from middle school in a month. I am eager to share my happiness andsadness with you.

I had so many memories in three years’ life. One of them impressed me verymuch. I still remember, when I began to learn English, I found it too matter how hard I tried, I still couldn’t do well in it and almost gave itup. As soon as my English teacher found my problem, she had a talk with me abouthow to learn English well. Since then, she has kept helping me. Little bylittle, I’ve become interested in English and I’m good at it. I think I am solucky to become one of her students. I’ve learned a lot from her.

I will try to help others when they are in trouble. I think it is a happything to help others.

**英语书信格式范文四年级13**

Dear Cindy

There are many rules at my home,but I like these they are good for morning I have to get up at half past I must do exercise before I go to get cant play with my friends becauseI must do my homework can watch TV,but I must finish my I have to go to bed before 9: very happy.

Yours

Zhao Liang

**英语书信格式范文四年级14**

Dear Laura，

This is exciting news. Congratulations to you. I believe that new home will bring you a better livingenvironment，and make your whole family more laughter. If there\'s anything I can do，please tellme. I will do my utmost to help you. My wife and I will attend the party on time.

Yours，

Lynn

**英语书信格式范文四年级15**

In this unit, we will focus on different types of letter writing. Their form and language we will also give you some advice on how to write an effective letter the type of letter the English letter is usually pided into two types personal letter business letter form English letter usually consists of six parts. Addresses include greetings, text, supplements, and signatures headings write down your full address and date in the upper right corner of the first page internal address write the address on the left of the address form how to usually omit this in private letters greetings to recipients are flush with the left edge in two spaces below the internal address.

In business letters, personal letters are followed by commas. In personal letters, the first name is usually used, the last name is used, the content of the letter, the end of praise, and the traditional complimentary ending is yours, because you end your personal letter sincerely, sincerely, sincerely and sincerely. The ending of personal letter is a more free choice, and your influence is only your love and best hope signature input your name It\'s handwritten.

The following table will give you a more intuitive introduction to the form of the letter language the style and tone of personal letter are different from business letter. The former is casual, the latter is formal. Business letter should be polite in tone and concise in words.

Either of these two topics should be clear, and the direct paragraph in business letter is often the first and last paragraph How to write English letters in CET4 read the instructions and requirements carefully, distinguish the types of letters, personal letters or business letters, clarify the purpose of writing this letter and what you want to express write in appropriate format, pay attention to the different writing requirements of personal letters and business letters.

中文翻译：

英文字母写作ԡ简介信函写作测试考生的英文字母写作能力在这个单元我们将着重于不同类型的信件写作。他们的形式和语言我们也会给你一些建议如何写一个有效的英文字母字母的类型英文字母通常分为两种类型个人信件商务信函表格英文字母通常由六部分组成。地址包括问候语、正文、补充语和签名标题在第一页的右上角写下您的完整地址和日期内部地址在称呼语的左边写上地址如何在私人信件中通常省略这一点问候语对收件人的问候语在内部地址下面的两个空格内与左边缘齐平。

在商务信函中，个人信函中的称呼后面跟着逗号。个人信函中通常使用第一个姓名使用姓氏正文信的内容赞美结束在商务信函中，传统的赠言结尾都是你的，因为你真诚地、诚恳地、真诚地、真诚地结束你的私人信件；私人信件的结尾是一个更自由的选择，你的影响只有你的爱和最好的希望签名输入您的姓名总是手写的。下表将使您对信函形式有一个更直观的介绍语言个人信函的风格和语气与商业信函不同，前者是随意的，后者是形式的商务信函应在色调上礼貌，用词简洁这两个主题中的任何一个都应该是明确的，而且商务信函中的直截了当的段落往往是第一和最后一段通常是单句的段落关于如何在CET4考试中写英文字母仔细阅读说明和要求，区分信件的类型个人信件或商务信函明确写这封信的目的和你要表达的内容按照适当的格式写，注意个人信件和商务信函的不同写作要求。

**英语书信格式范文四年级16**

亲爱的妈妈！

您好！虽然母亲节已过。我还是想由衷的对你说声；谢谢！

谢什么呢？

谢谢你对我的包容。我的脾气很不好。总是不耐烦你的唠叨。总是在你说话的时候打断。甚至对你大喊大叫。但您即使气得火冒三丈。也会让自己冷静。不在生气的时候打骂我。您还会在我垂头丧气的时候给我鼓励。帮我走出困难。去迎接新的挑战。

我也要感谢您对我的教育你为了培养我的读书习惯。我从小你就想尽一切办法让我看书。看绘本。讲故事。让我从书中得到新的快乐和知识。你会用生活中的每一个细节对我细细的教导但有的时候我会觉得很烦不想听。可是日子一天一天的过去了。慢慢的，我发现您说的话都是对的，现在你的同事和朋友都经常夸我呢！说我比以前棒多了‘我想说这都是您的培养。要不怎么会有今天的我呢？

时间一点一点的走我变得十分担心，妈妈；如果有一天离开您的怀抱。我该怎么办呢？谁来陪我读书？谁来给我讲那些有趣的故事呢？谁来陪我玩耍？如果可以。我想让时光留在此刻。妈妈。我永远爱你！

祝你永远健康，永远年轻，越长越漂亮！

您得儿子；天瑞

**英语书信格式范文四年级17**

亲爱的蒙古小朋友：

你们好!我叫赵金华，很想和你们交朋友，你们愿意吗?

那我先来介绍我和我和我的学校吧——

我是江西吉安的一名小学生，在城关一小读书，我今年11岁，我在xx年12月27日来到这个世界的，我来说说我的样子吧。我有一头乌黑光亮的头发，两颗犹如黑宝石一般的眼睛，炯炯有神;高高的鼻梁下有一个粉红的樱桃小嘴。

我们的学校可美了!我给你们讲一讲我们学校的璀璨明珠----景观园。春天，小草如好奇宝宝一般，一个接一个地从地里探出头来。夏天，景观园的大树是很好的遮阳处所。秋天，一片片金黄的叶子，从树上落下，就像一只只金黄的蝴蝶在空中慢慢地飞舞着，给大地装上了一件金黄的大衣。冬天，树都银装素裹，大地穿上了一件雪白的大衣。

聊完了我们的学校，轮到你啦!

我从书上知道了你们的是彩色的民族服装，喜欢吃的是羊肉、牛肉、奶豆腐，喜欢喝的是：奶茶、酥油茶、青稞酒，喜欢的运动是：套马、赛牛、摔跤、射箭等。

你们的校园是什么样的?你的理想是什么?你的生日是什么时候?你能写信告诉我吗?

希望你收到信后能和我一样开心，也你能早日回信给我。

学习进步，身体健康!

你的远方朋友：xxx

xx年x月xx日

**英语书信格式范文四年级18**

亲爱的老师：

您好！

小鸟长出了丰满的羽毛，要冲上云霄。但这又是谁的功劳？是你，老师。六年时间转瞬即逝，但在离别的时候，我还留恋着我和你的一切，在明亮的教室，我好像还在听你聚精会神的讲课，熟悉的课桌，还留着曾经你的谆谆教诲，笔直的跑道，还留着你的加油助喊和鼓励，这一切的一切让我难忘，让我历历在目，记忆犹新。

还记的吗？每次考试结束，您总皱着眉头。每当那时，我们就知道我们考砸了。但您并没说什么，只是默默地努力。放学后，教室里总会有您的身影。你总会掩饰你的悲伤和无奈，装作信心满满，来鼓舞我们，“老师，相信你行。”那时你总做出胜利的笑容。每当那时我们心里总会有种力量，让我们信心满满。

还记的吗？你为我们历尽了艰难险阻。班内差生多，在别的老师眼里一个字，累，太累了。但你不同，你无论有多忙，你总会一丝不苟的教差生；无论学生多烦，你都会耐心教导，危难时刻，你总会把学生放第一位。我终于知道为什么，古人为什么总称赞老师，称赞您的无私，您的负责，您的一丝不苟。你在我们心中永远这么伟大，这么圣洁，这么无私。老师我还记的您，无数次的带病上课，虽然很累，你还是坚持上课。有时为了不影响我们上课，咳嗽时，你总到外面咳；头痛时，你也坚持把课上好。为了我们，你不知遭受了多少折磨，但你不放弃，因为你爱我们，你不忍心抛下我们不管。

插柳之恩，终身难忘。老师我论时间流逝多久，你的恩情我终生难忘。不管我是小草，还是参天大树，你的鼓励，教诲永远在我耳畔，在我心间，永远让我难以忘怀

祝身体健康！

**英语书信格式范文四年级19**

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

**英语书信格式范文四年级20**

Dear David，

Im glad youll come to Beijing to learn Chinese。 Chinese is very useful， and many foreigners are learning it now。 Its difficult for you because its quite different from English。 You have to remember as many Chinese words as possible。 Its 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。 Im sure youll learn Chinese well。

Hope to see you soon in Beijing。

Yours，

Wang Ming

**英语书信格式范文四年级21**

Dear Mr Phillips，

I am writing in response to your advertisement for a website manager, which appeared in the China Daily, May 15, 20\_.

I have been working as an online producer for the past two years and have gained valuable experience and qualifications in web production.

I have recently participated in courses for Adobe Photoshop image production and Cooleditpro sound editing and have also completed an advanced level course in page production using Dreamweaver.

I am often asked to deputise for my manager and have considerable experience in commissioning and supervising content production.

I enclose my CV, which will provide you with a fuller picture of my experience and qualifications.

I do hope that you consider my application suitable and that you give me a chance to demonstrate my work. You can contact me by e-mail on . I look forward to hearing from you soon.

Best wishes,

Bess Candy Date

**英语书信格式范文四年级22**

Dear Paul,

How was I to know that you were watching me sleep? I awoke to see you laying there and just then, you smiled and said hi and that just melted me. I wish with all of my heart that I could wake to your beautiful eyes for the rest of my hated to leave but as I have told you, I left a big part of me with you.

It is yours now so, take care and tread lightly. I wish that I could be with you now as you face so many struggles, but know that I am there in spirit and am praying for everything to work out for you. No matter where this life takes us, together or not, know that you and your girls will always be in my heart and ^v^my favorite.^v^ Love always,Amanda

**英语书信格式范文四年级23**

Dear professor Jackson:

I am indeed very sorry that I missed the examination you gave on Moby-Dick last Wednesday. I feel badly about it and want you to know what happened.

On my way to class that day,I had a flat tire,and I had to go with the mechanic when he repaired it. It took me more than one hour to get it done. A copy of the bill is enclosed.

I sincerely hope you can accept my apologies and understand my situation. I would appreciate your allowing me to take a make up examination. I will come to your office during your office hour on Monday to discuss this possibility with you. Once again,Im sorry fro any inconvenience caused.

Sincerely yours.

**英语书信格式范文四年级24**

I can tell you now that health is a common concern. We must have a strong body and we should all love our body. How to keep healthy is very important for everyone\'s health.

We should study or work every day. Many people don\'t pay much attention to their health. These people are more likely to get sick than those who take good care of their bodies.

We all know that we should go to bed early and get up early every day. We should have a healthy diet. What\'s more, it\'s not hard to keep fit by exercising every week.

中文翻译：

我现在可以告诉你，健康是一个普遍关注的问题，我们必须有一个强壮的身体我们都应该爱护我们的身体。如何保持健康对每个人的健康非常重要我们应该每天学习或工作许多人不太注意他们的健康，这类人比那些爱护身体的人更容易生病。我们都知道，我们应该每天早睡早起，我们应该有一个健康的饮食。

更重要的是，我们每周都要锻炼来保持身体强壮其实并不难。

**英语书信格式范文四年级25**

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.

Yours sincerely,

Linda Chen

**英语书信格式范文四年级26**

Hello! My name is Mingming. I am a pupil. I like speaking English very much. I go to school five days every week. Every day I go to school on foot. Because my school is not near my home. I like my school. There are about 3500 students and 54 teachers in my school. And I study in Grade 4. There are 45 students in my class. My English teacher is tall and handsome . I love him very much. Welcome to my school. You must be very happy.

**英语书信格式范文四年级27**

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)。

**英语书信格式范文四年级28**

Dear sir:

Thank you for your kindness for offering the piece of land for our school and students. And we hope that we can use it reasonable and satisfy what you think. The arrangement for using the land is as the follows.

Our school is a long history school with a tiny land. This restricts the scale of our teaching, especially for the PE lessons. So we decide to develop the land as a sports land. Half of the land will be used as the football yard with racetrack around. And the left space will be designed for a basketball court while the building will be repaired with the function of a gymnasium.

To achieve this, we will employ a professional company to design and arrange it fully meeting the demand for daily teaching use. Especially for the gymnasium, we hope that it will be newly designed and repaired with a multi-function use. Thus we can use it in a lot of situation, such as basketball, volleyball, gym and so on.

After its completion, the PE teaching can be fully plentiful that the students can enjoy more than ever before. On weekends and vocations, we can open the land to the students and the residents around to do exercises or play at here in order to let more people can get the benefits from here.

So we really appreciate what you\'ve done for us and hope that you can satisfy what we\'ve arranged at the land.

Sincerely yours

xxx

**英语书信格式范文四年级29**

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

>拓展：>英语写信作文通用句子

结尾用语;

1;Hope to hear from you soon(as early as posible)

2;Thanks again for writing about....

3;Please give my love /wish/regards to

4;I hope to hear more news about.....

5;I;m praying for your soon recovery.

6;Take care of yourself.

7;I\'m looking forward to your early(favorable) reply.

8;Thank you in advace.

9;Please remember me to your family.

10;Do please write and let me know how you are getting on.

11;As the season grows colder,I hope you will take good care of youreslf.

12;I hope you keeping quite well.

13;I hope you and your family are very well.

14;I shall feel obliged by a reply at your earliest convenience.

[\'blaidd] 1.感激的 2. 迫使;[kn\'vi:njns] 名词 n.方便;合宜

15;An early call or reply would be greatly appreciated.

16;I hope to see you soon ,and tell you all what I would otherwise write.

17;Best wishes for your health and every happiness.

18;You have my best wishes for continued and increasing success.

19;I do hope that you and your family are in good spirits and robust health：[r\'bst]强健的;茁壮的;健全的

**英语书信格式范文四年级30**

Dear Peter,

I am Li Hua. The photography in my school will hold the international middle school student photo show. Knowing that you are interested in taking pictures, so I am writing to tell you this.

The topic of this show is protecting environment. It will hold on Friday in the morning. If you want to take part in this show, you can send an email to intlphotoshow@. I will appreciate it if you can come to this show. I am looking forward to your reply.

Yours Li Hua

**英语书信格式范文四年级31**

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. If it had not been for your assistance in giving me first aid and taking me to a nearby hospital, I fear that the consequences might have been much more serious.

The doctor says that my broken leg is healing well. In addition, the taxi company has agreed to pay my hospital bills. Everyone agrees that it was your quick-witted response in that Emergency that has led to this satisfactory outcome.

Although nowadays many people talk about the need to be unselfish and to help others, we see very few people practicing what they preach. But you showed by your actions that you are an exception.

Yours sincerely.

**英语书信格式范文四年级32**

20 June 20\_

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.

Ithink 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

**英语书信格式范文四年级33**

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 favou

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