# 写英语书信规则范文精选16篇

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*写英语书信规则范文 第一篇亲爱的爸爸妈妈：  你们好!  首先让我感谢您们给了我生命，是您们让我来到这个五彩缤纷的世界，您们对我的关怀总是无微不至，对我的叮咛总是连绵不绝，那声音对我得亲情的海洋里尽情享受着爱的温暖，感恩作文以书信格式, 关...*

**写英语书信规则范文 第一篇**

亲爱的爸爸妈妈：

  你们好!

  首先让我感谢您们给了我生命，是您们让我来到这个五彩缤纷的世界，您们对我的关怀总是无微不至，对我的叮咛总是连绵不绝，那声音对我得亲情的海洋里尽情享受着爱的温暖，感恩作文以书信格式, 关于感恩的书信作文。是您们让我拥有幸福的家。谢谢你们。

  您们用一颗真心来包容我，温暖我，我感谢您们为我淌下的一颗颗晶莹的泪珠。一粒粒汗水，是您们在我人生最艰难的时刻伸出一双美丽而温暖的手。是您们的一滴眼泪，一颗守望的心，感动着我，是您们在我徘徊时给我的一个提示，是您们在朦胧时给我一个微笑。也许，您们以为我还是一只失方向的蝴蝶，不知道我并没有关注您们对我的带那点点滴滴的爱，其实不是有的。

  就近谈事，那天晚上回家，您们看到我回来，也许担心、惊讶、欣慰。您们的亲切的话语此时我记得如此清晰。您说您们才睡觉，爸爸在外面做事那么晚回来。此时，我心里有一股股暖流滴上心头，想到爸爸那时佝偻的腰，还在外面辛苦赚钱，妈妈每天早起晚睡，为我们，在外面受尽了苦。真的，这是我这笨拙的笔尖，匮乏的语言所表达不出来的，但是我还是控制不住自己情感的闸门，您们为我们付出了太多太多，上面你们要孝敬外公、外婆、爷爷、奶奶，下面又是要照顾我们，您们真的太辛苦了!妹妹们如此刻苦读书，也是因为她们懂您们的心。以前和妹妹在一起时，我就和她们说：“你们现在在玩，你们知道爸爸妈妈现在在干吗?她们也许还在那烈日下工作，还在那寒冷的天气里任劳任怨地工作，你们有没有想到爸爸妈妈的手，爸爸妈妈的身体，爸爸妈妈的辛苦，所以，你不能在贪玩了，只有努力读书，才恩那个报答父母的恩情。”每次我对她们说后，我们都默默地抽涕着，也许，她们觉得很啰嗦，但我明白这是我这个做姐姐该做到。

  之后，我转移了话题，妈妈问起了期中考试的情况，我心里忐忑不安，看我还是如实地交代了，在一旁的您们没有说话，初中作文大全《感恩作文以书信格式, 关于感恩的书信作文》。您们这无声地表达已给了我回答。但现在请您们听一下我的心声：自从初中以来，我就承受了太多这样的打击。我听过了无数句安慰的话语，从此，我从中学会了笑对挫折，自信坚强，学会了检讨自己的错误，也许是我的学习方法不对，也许，是我考试的慌张，真的。我每天都很努力努力地看书。考前，我认真复习了，因为节约时间，我没有回家。我把天气低当作理由骗您们我不想回去，其实，不是的，我想把优异的成绩带回家，但我没有做到，此时的我想到这些也痛彻心扉。到了重要的考试，我什么都忘记了。其实考试的题目我都做过，就是想不起来。唉，我只能说我自己太笨了。

  在以后的学习中，我也总结了许多方法。我要学会培养良好的学习习惯，不断积累知识，防止急躁，控制自己的情绪，寻找最佳的学习方法，我会尽我最大的努力，面对挫折，搞好学业，勇敢进步，这才是我最好的回报方式。

  千言万语总归一句“谢谢了，您们辛苦了”!是您们给了我勇气，让我心里充满光明和力量。在成长的历程中，处处有您们精心的呵护，处处有您们正确的引导，处处有您们无私的牵挂，处处有您们关注的目光，处处有您们无言的支持......这浓浓的亲情，时时刻刻包围着我，滋润着我，激励着我。所以，我将我一生的奋斗来报答您们。有了您们的爱伴我前行，我不再孤独，我不再忧伤;有了您们的爱，我的人生少了一些坎坷，少了些风雨。现在我给您们最高贵的报答方式就是努力学习，考上理想的学府。努力、努力......因为， 我要对得起那一双双充满爱心与期盼的眼睛。爸爸妈妈，我永远爱您们!~

  敬礼

  女儿：xxx

  20xx年11月24日

**写英语书信规则范文 第二篇**

Directions:

Suppose you won a translation contest and your friend, Jack, wrote an email to congratulate you and ask for advice on translation. Write him a reply to

1) thank him, and

2) give advice.

You should write neatly on the ANSWER SHEET.

Do notsign your own name at the end of the text. Use “Li Ming” instead.

Do notwrite the address.(10 points)

Truly yours

**写英语书信规则范文 第三篇**

>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...

**写英语书信规则范文 第四篇**

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 can\'t play with my friends becauseI must do my homework first.

I can watch TV,but I must finish my I have to go to bed before 9:\'m very happy.

Yours Zhao Liang

**写英语书信规则范文 第五篇**

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

**写英语书信规则范文 第六篇**

Dear Michael,

I am Linda,I`m study in China me tell you something about my have four classes in the morning,and I have two classes in the study Chinese,English,math ,and so school,I usually play soccer with my `m very you tell me something about your life?

Yours,

Linda.

**写英语书信规则范文 第七篇**

Here are some instructions and suggestions.

May I suggest that we meet at the gate of the university?

I\'d like to suggest you should visit London for at least two days on your way to Scotland.

Considering your present situation, I propose that you should apply for the post.

What I want to suggest is ...

My suggestion is that. . .

If you. .. , you had better. . .

**写英语书信规则范文 第八篇**

I was right in front of the rules

No rules, no, Cheng Fangyuan. That\'s a good thing to say. With rules and rules, people will live in harmony and order.

I went to English class this morning.

When I got on the bus and found few people, I picked up a seat which I felt better and sat down. But after a few will stand up more slowly, the car had packed, but not a few people to go back, in front of a wall. I always feel strange when I sit behind. After a while came an old man with the birthday card. The front is blocked, only one old man gets on the bus. People in the front seat don\'t have any regularity, and they don\'t give seats to the elderly. The old man walked slowly to the back, I found that she is a grandmother, seems to be about seventy-five years old, she was carrying so many dishes, I thought: this old woman carrying so many dishes, some when the brake will not stand. Think of here, I quickly got up to give up seat, let the old grandmother sit on my seat.

The granny sat down and smiled at me, and my heart was warm. Because I was right in front of the rules.

**写英语书信规则范文 第九篇**

敬爱的吕老师：

您好！

已离开您两年了。真想不到时间会如此飞快，如今的我已经是六年级的学生。在紧张的学习生活中，我不禁会想起您，想起那个夏天，想起您对我的教诲。

那是一次征文，您让我们全班同学都写，而您只挑选了包括我在内的几篇作文，那时候我倍感荣幸，这可是我的第一次啊！然而，好景不长，我知道我的字迹不是很工整，作文也不比他们写得好，因此，您让我再三地修改。每次当我兴高采烈地把修改好的作文交给您时，您却是闭上眼睛无奈的摇头，那时的我就像是从三千尺的高空顿时跌落到了谷底，那种心情是多么无奈。

在屡次的失败面前，终于，我坚持不住了，当我鼓起勇气对您说我想放弃时，您却像预计好的那样严词地批评我：“之前那么多次的修改你都没有放弃，你现在说放弃就放弃了，那之前的努力不都白费了吗？这样不能持之以恒的你，对得起你名字里的“恒”字吗？”

那次，我哭了，对于您来说，难到自己不被认可，而且是屡次失败，您承受得起吗？况且我还是个孩子啊！竟然要这样伤害我，还不如直接不要选我，为什么要这样针对我？

终于到了上交的那一天，我怀着忐忑不安的心情把最终修改好的作品交了上去。当我知道这篇作文我已经得奖了的时候，我内心顿时开满了花，似乎春天已经到来了，那时的我才明白靠自己的努力让别人认可自己是多么高兴的一件事。从您手中接过证书的那一刻，我看到了您嘴角的笑，我知道，我终于被认可了，那是欣慰的笑。

吕老师，是您让我知道了要持之以恒地干一件事而不半途而废，也明白了成功真的来之不易，您让我尝到了苦尽甘来的味道，和被别人认可的快乐。吕老师，在这个关键的一个学期里，我一定会记住您的教导，持之以恒得学习，坚持不懈地努力，踢好这个关键的一球。让您知道我已经是一个能饱受风霜而不会屈服的学生，让您知道我没有辜负您对我的期望，让大家都能像您一样认可我。老师谢谢，老师再见。

xxx

20xx年5月13日

**写英语书信规则范文 第十篇**

>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 xxxthank you.xxx First and foremost, it is clear that you, just like xxxour foreign motherxxx, 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 xxxSoft and Rigid Contact Lenses xxx, 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, 20\_ 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.

**写英语书信规则范文 第十一篇**

xx同学：

  你好！

  刚开学，你们刚迎来了盼望已久的许老师，就又要与她分别了。因为，我们的汪老师腿摔断了。

  从开学到今天，仅仅过了十二天，而我却感觉过了十二年。每天上学时，看不到那熟悉的脸；每天放学时，听不到亲切的道别……我想，你们见不到许老师的感受，也是这样的吧。

  沈俞，很高兴能在学校以外，又结识到你这样一位优秀的朋友！许老师在我面前是这样介绍你的：文静、优秀、习作水平很高。

  虽然我算不上文静，但我很爱结识朋友；虽然我不是最优秀的，但我认真努力；而我的习作水平呢，还是蛮不错滴——在许老师写给你们的信中，我了解到了你们班。虽然在信中没有提到你，但老师还是时不时地对我们提起你的优秀。

  作为比你大一岁的姐姐，我感到有些羞愧：我没有获过什么作文上的奖。别人可能会觉得，没得过习作奖的人多了去了，你又何必在意呢？但我认为我一直以来都是班里习作的佼佼者，要求自然高了许多。

  我有好多问题想问我：你除了作文，还有什么强项？你的朋友多吗？你在班里担任什么职务？你愿意结识我这个朋友吗？……我的问题犹如天上的星星般数不清！我相信总有一天我们会相见，到那时候，请你一一为我解答，好吗？

  祝

  天天向上！

  xx

  日期

**写英语书信规则范文 第十二篇**

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.

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I look forward to hearing from you.

Yours faithfully,

Lily Ma

**写英语书信规则范文 第十三篇**

敬爱的赵老师：

初次见面，我以为您是来上课的，可没想到您竟是老师，但我对你的印象非常好，我感觉你很亲切，而且恰好我哥哥的名字叫做赵鑫宇，跟你只差了一个字。第一次上您的课，你就让我当上了课代表，我从来都没有尝试过做课代表的滋味。本来我已经对英语失去兴趣，是您使我再次燃起希望，每一次听写，我想我做为课代表，我一定要做到最好，但是我比不过杨领丹。我在学校里上英语课，宁愿在这上，学校里的老师不会把心思放在我身上，上课我回答的机会是寥寥无几的，我上课没兴趣，自然学不好。可您却不是这样的，我很喜欢您。

记得您第一次讲英语的时候，你的声音很尖，跟说中文的声音截然不同，您嗓门很大，有时会吓到我。说实话，我不曾发现您的其他缺点，因为我从来不会去观察别人的优点和缺点，也许我说的缺点在别人看来是优点。

一个月的时间过的真快，那是因为我在这儿补习觉得很快乐，时间在不知不觉中飞快流逝，当您说三天不读，我真的高兴不起来，我喜欢这儿，喜欢您上的课，我希望你们这个补习班会长久持续下去，我保证我一定会报到，但我其实更希望你可以去我们草塔镇中教我上课，那可真是值得高兴。

永远年轻、快乐！万事如意！

**写英语书信规则范文 第十四篇**

I would like to apply for . . .

I wish to apply for the position of . . .

If you need any other information concerning my background, . . .

I am writing to you to apply for admittance to your university as a visiting scholar.

I hope it would be possible for me to take some training courses and work in your laboratory.

I believe that with your help I would make progress in my career.

Should you think favorably of my application, kindly grant me an interview.

An early response will be very much appreciated.

Enclosed please find a resume and a list of my publications.

**写英语书信规则范文 第十五篇**

用于书信写作的常用句型

①Thank you for your letter of …

②It is a pleasure for me invite you on behalf of … to accept …

③Thanks so much for your letter ,which arrived …

④I am writing to you with reference to …

⑤I am writing to you in connection with …

⑥I would be grateful if you could / would …

⑦I would like to know some information on …

⑧It will be appreciated if you can / could …

⑨I would also like to know if you can / could …

⑩I look forward to hearing from you .

**写英语书信规则范文 第十六篇**

Dear Laura,

Hearing this news,I am also very happy for you. I know you are very satisfied with that village,and the environment is really good. The traffic is so convenient that you can save a lot of time. It isnear the school for children. I think it very good to live there. We will attend your party on time.

Yours,

Lynn

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