# 考研英语书信格式范文推荐22篇

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*考研英语书信格式范文 第一篇Dear Sir or Madam,I am a graduate from Sichuan University of Foreign Language Institute. As a student of E...*

**考研英语书信格式范文 第一篇**

Dear Sir or Madam,

I am a graduate from Sichuan University of Foreign Language Institute. As a student of English for Business, I hope to work in a foreign company after graduation So I want to apply for the position of assistant of your Public Relationship Department manager。

In the past four academic years, I have proved myself to be a straight A student, awarded a succession of scholarships. My English is particularly good and French happens to be my second foreign language, which will reach the requirements set by a wholly-owned foreign company like yours. I am a good team player, self-motivated and eager to learn. I believe I deserve your consideration.

I should be very happy if you would arrange an interview with me. I am expecting your early reply!

Yours sincerely,

Li Ming

**考研英语书信格式范文 第二篇**

Dear \_\_\_\_\_\_,

①I am \_\_\_\_\_\_（自我介绍）. ②I feel bad to trouble you but I am afraid that I have to make a complaint about.

③The reason for my dissatisfaction is \_\_\_\_\_\_（总体介绍）.

④In the first place, \_\_\_\_\_\_（抱怨的\'第一个方面）.

⑤In addition, \_\_\_\_\_\_（抱怨的第二个方面）.

⑥Under these circumstances, I find it \_\_\_\_\_\_（感觉）to\_\_\_\_\_\_（抱怨的方面给你带来的后果）.

⑦I appreciate it very much if you could \_\_\_\_\_\_（提出建议和请求）, preferably \_\_\_\_\_\_（进一步的要求）, and I would like to have this matter settled by \_\_\_\_\_\_（设定解决事情最后期限）.

⑧Thank you for your consideration and I will be looking forward to your reply.

Yours sincerely,

Li Ming

**考研英语书信格式范文 第三篇**

Dear \_\_\_\_\_\_ ,

①I have learned with delight that you \_\_\_\_\_\_（祝贺事由）.

②I would like to extend to you my utmost congratulations on \_\_\_\_\_\_.

③You must be \_\_\_\_\_\_. ④And I feel very happy for you.

⑤ \_\_\_\_\_\_（所取得的成绩）is quite exciting news!

⑥I know this is surely owing to \_\_\_\_\_\_（被祝贺人过去的努力）.

⑦It is a reward you richly deserve for your \_\_\_\_\_\_（被祝贺人的优点）.

⑧Kindly let me know when you \_\_\_\_\_\_（咨询对方何时有空）.

⑨I hope \_\_\_\_\_\_（表达自己的愿望）.

⑩My best wishes for your further success.

Yours sincerely,

Li Ming

**考研英语书信格式范文 第四篇**

Dear Jack,

I am writing to thank you for your congratulations on my success in the translation contest. In your letter, you told me that you wanted to know how to do well in translation. Here are some pieces of advice.

First, you need to grasp the basic grammar knowledge, which enables to you to understand the sentences correctly and translate the original language to the target language properly. Second, a wide range of extensive knowledge in different fields is preferred because the more you know, the easier it is for you to make clear what the passage is talking about.

I hope these pieces of information are of great help for your future study and translation.

Yours sincerely,

Li Ming

**考研英语书信格式范文 第五篇**

Directions:

Two months ago you got a job as an editor for the magazine Designs & fashions. But now you find that the word is not what you expected. You decide to quit. Write a letter to your boss, Mr. Wang, telling him your decision, stating your reason (s), and making an apology.

Write your letter with no less than 100 words. Write it neatly on ANSWER SHEET 2.

Do not sign your own name at the end of the letter; use xxxLi Mingxxx instead.

You do not need to write the address.

**考研英语书信格式范文 第六篇**

Dear Judy,

I am writing the letter for the purpose of conveying my thanks for your warm reception during my recent visit to your country.

Your friendly warmth made it possible that I have a pleasant time in America. And it was your generous help that allowed me the chance to know the American culture better. In addition, I consider in an honor for me to make a friends of you. I hope that you would visit our country in due course so that I could enjoy the opportunity to repay your kindness and refresh our friendship.

Please accept my sincere thanks. Wish you all the best.

Yours truly,

Li Ming.

**考研英语书信格式范文 第七篇**

Dear Sir or Madam,

I am interested in graduate study in Physics, with the ultimate goal of teaching at the college level, and would like to talk with you about the requirements of your department。

After my graduation from Peking University in 20\_, I worked for several years before my marriage as a teacher in Open College. During that time I completed three graduate courses at Zhe Jiang University, but did not finish my master’s degree. A resume of my background and experience is enclosed。

I could probably manage almost a full schedule if necessary. However, I would prefer to begin on a more limited basis if this could be arranged。

I will call your office in a few days for an appointment。

Yours sincerely,

Li Ming

**考研英语书信格式范文 第八篇**

Dear \_\_\_\_\_\_ ,

①I am writing to extend my sincere gratitude for \_\_\_\_\_\_（感谢的原因）.

②If it had not been for your assistance in \_\_\_\_\_\_（对方给予的具体帮助）, I fear that I would have been \_\_\_\_\_\_（没有对方帮助时的后果）.

③Every one agrees that it was you who \_\_\_\_\_\_（给出细节）.

④Again, I would like to express my warm thanks to you! Please accept my gratitude.

Yours sincerely,

Li Ming

**考研英语书信格式范文 第九篇**

1. 框架

（1）表达情感类信件（感谢信、道歉信）

说明：不论是因为什么事情表示感谢，也不论是因为什么事情而道歉，只要你判断出题目要求你写一封感谢信或道歉信，就可以用同一个框架。【具体的判断信件类型的方法详见下文】

（2）传递信息类信件（介绍信、邀请信、推荐信、投诉信、建议信、辞职信）

说明：只要你判断出题目要求你写什么样的信息类信件，你就可以用这个框架【具体的判断信件类型的方法详见下文】

（3）通知

说明：不论何种类型的通知，都可以采用这一框架。

2. 核心句

以上是框架和核心句的精华内容。

你需要做的只是在遇到一篇作文题目的时候，按照上面提到的三步来做：

第1步：判断信件类型；第2步：选框架；第3步：选核心句。

经过这3步，一篇完整的小作文就呈现出来了。

下面一部分是这个方法的原理和推导过程，不想了解原理的同学，可以直接跳到“四、小作文写作方法真题套用演示”看具体使用步骤。（建议了解一下创作原理，就是那个啥，学习的最高境界“知其所以然”）

**考研英语书信格式范文 第十篇**

同考研大作文的写作思路相似，小作文也是有主体段落的。那主体段落的具体内容就要结合题目，找到题目要求你做什么。但是在我前期准备作文的过程中，时常也会产生困惑：难道20多年的考研真题我要逐篇准备吗？即使我把已经考过的全都准备好了，那万一正式考试的时候再考不同的主题呢？

而疑惑同时也是促使我寻找答案的动力。但是要想获得答案就必须要建立在分析之上，因此我又一次花了一天的时间去整理历年的真题。只不过在前面已经分析出了信件和通知的类型，这次的分析就可以建立在它的基础之上。如下图：

看到上面的导图，逻辑思维比较强大的小伙伴应该能够发现，我对题目要求做了一层简化，提炼出主要信息和次要信息来（有的信件并无次要信息）。这时多读几遍各类信件或通知中的主要信息，会发现很多共同点，比如：

这样的话，是不是可以对题目要求做二次简化呢？在这一思绪的引导下，我又根据这些共同点，对题目要求进行了二次简化，得出如下的结果（如图）：

当我分析到这里的时候，真是太开心了。这也就表明，不论是英语一还是英语二，小作文不论考查什么主题，我都可以把它们纳入到这9种方向上来，也就是说，我只需要准备9种表达就可以了（这岂不是比背几十篇范文轻松、管用？？）

所以接下来的时间，我就要搜集各种语料库，准备出自己的一套英语表达出来。当然，这一切的前提是需要先用中文把思路固定下来：

固定了思路之后，就可以考虑怎么用英语表达了。在前面介绍框架的时候大家看到第2段的第2、3句是“核心句”了吧。这9种写作思路就是“核心句”的部分。

下面我先拿出一种来展示一下效果：

看到这，大家应该能发现，这9种核心句就是小作文拿分的关键。

我把每一种核心句的中文思路都给你，自己把上图的中文思路转化成英文，就是一套完整的核心句。后期要不断打磨这些句子，消灭语法错误。（评论区要核心句的小伙伴注意啦，我提供核心句中文思路，大家自己转化成英文，这样没有雷同的风险，因为每个人翻译的用词不会一样，才真正适合考场使用。）

**考研英语书信格式范文 第十一篇**

Dear \_\_\_\_\_\_,

①You have asked me for my advice with regard to \_\_\_\_\_\_ , and I will try to make some conductive suggestions here.

②In my humble opinion, you would be wise to take the following actions: \_\_\_\_\_\_（建议的内容）.

③I hope you will find these proposals useful, and I would be ready to discuss this matter with you to further details.

Yours sincerely,

Li Ming

**考研英语书信格式范文 第十二篇**

Dear \_\_\_\_\_\_ ,

①I am \_\_\_\_\_\_（自我介绍）.

②I am writing to see if it is possible for you to provide me with information regarding \_\_\_\_\_\_（要询问的内容）.

③First of all, what are \_\_\_\_\_\_（第一个问题）?

④Secondly, when will \_\_\_\_\_\_（第二个问题）?

⑤Thirdly, is \_\_\_\_\_\_（第三个问题）?

⑥I would also like to inquire \_\_\_\_\_\_（将最重要的问题单独成段）.

⑦Could you be so kind as to send me some relevant booklets on the above-mentioned aspects?

⑧Thank you for you kindness, and your prompt attention to this letter will be highly appreciated.

Yours sincerely,

Li Ming

**考研英语书信格式范文 第十三篇**

You have just come back from the . as a member of a Sino-American cultural exchange program. Write a letter to your American colleague to

You should write about 100 words on the Answer Sheet.

Do not sign your own name at the end of the letter. Use “Zhang Wei” instead.

Do not write your address. (10 points)

**考研英语书信格式范文 第十四篇**

Dear \_\_\_\_\_\_ ,

①I am writing to formally request to \_\_\_\_\_\_（请求的内容）.

②The reason for \_\_\_\_\_\_is that \_\_\_\_\_\_（给出原因）.

③I \_\_\_\_\_\_ , so I \_\_\_\_\_\_（给出细节）.

④I would also like to request \_\_\_\_\_\_（提出进一步的要求）.

⑤I am sorry for any inconvenience I have caused.

⑥Thank you for your attention to these requests.

⑦If you have any questions, do not hesitate to contact me at \_\_\_\_\_\_（电话号码）.

⑧I look forward to a favorable reply.

Yours sincerely,

Li Ming

**考研英语书信格式范文 第十五篇**

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. 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,

Li Ming

**考研英语书信格式范文 第十六篇**

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

>【翻译】

亲爱的约翰，

写信是要感谢你在我不幸事故之后对我的照顾，几天前，一辆出租车撞了我的自行车，我摔了下来。要不是你的帮助，恐怕后果会更加严重。

医生说我受伤的腿恢复的很好，一周之内我就能站起来了。而且，出租车公司也同意支付住院费用。

无论如何，每个人都认为是你在危机关头的机智的反应才有今天满意的结果。我觉得欠你很多，所以请接受我最真挚的感谢。

您真诚的，

**考研英语书信格式范文 第十七篇**

第1段：开门见山，明确目的

咱们先暂且抛开写英语作文这件事。大家都写过信对吧？即使没写过信，也写过邮件对吧？写信和写邮件是一个道理（在作文题目中你也会看到Write an email…，二者可以同样对待）。比如你的毕业论文由某个你不熟悉的导师负责指导。我当时的论文就是由学院的副院长指导的，但作为一个普普通通的学生，平时跟院长级别的老师是不可能有交集的，所以要联系的时候就是各种忐忑，要想着怎么能在不废话的情况下说清楚自己的目的。

写考研小作文同样如此，阅卷的老师压力很大、时间也很紧张，所以最好不要用罗里吧嗦的语言来烦他们，言简意赅实则为上策也（毕竟题目允许的字数也只有100词左右-\_-||）。所以，第一段就要开门见山，告诉收信人你写这封信的目的是什么，让对方能在第一时间就知道你为什么写这封信。

写信的目的就要从题目要求中获取了，下面是我根据题目要求整理的写信目的：

看到这一步，小伙伴们会不会觉得这仍然很凌乱？你有没有发现这其中的奥妙呢？先让自己暂停一下，如果是你，你接下来会怎么做？偶尔的停顿思考，其实有助于你的消化吸收，说不定还能碰出个思想的小火花呢！！

好啦，暂停结束。(\*/ω＼\*)

接下来我说一下我对这个导图的利用。我在这个基础上又做了一次汇总分析：

你有没有发现，其实不管是什么类型的信件，开头的前半部分都可以说“我写信是为了 ……”，这是不是就意味着其实不论将来考什么，你都可以用同样一个句子（定量）来表达？（这是不是就比你背好多好多个句子来的实在？）

但是，你看后半部分有8种，这是一个变量，同样不可预测，那我该用什么来表达？请看下面的表格：

通过合并同类项（表达情感均可以用同一表达方式），我们可以把后半部分合并成以上6类，但句式都是相同的，并不会增加背诵的难度。下面我会拿几篇真题来演示一遍：

怎么样？上面的套用够简单吧？你只需要从题目要求里提炼出来写信的目的，直接摘抄或者进行微小的变化放到空格里就可以了。只要你学会了这种方法，小作文的分数你已经拿到了⅓。

**考研英语书信格式范文 第十八篇**

结尾段的分量相比第2段主体段来说要轻一些，但也绝对不可以忽视。同样需要经过严密的分析，不然的话，那么多不同的信件类型和通知，你要怎么去结尾呢？下面先看我的分析结果以及相应的表达方式：

也就是说：虽然有那么多种信件，但结尾段无非就是这2种写法。下面我将介绍一下为什么这么写：

首先，你会看到，我又把信件做了一层简化，即把8种信件简化成“表达某种情感的信件”和“传达某种信息的信件”。为什么这么分呢？

那么，为什么要朝这些方向写呢？其实也是从交际目的的角度来考虑的：

(1) 表达情感的信件结尾段

(2) 传达信息的信件结尾段

**考研英语书信格式范文 第十九篇**

20\_大纲小作文新增告示、纪要类型。取代了原来“备忘录和报告”。先说告示。告示和通知在本质上是一样的，都是告知写信对象活动细节。只是格式略有区别，告示要按照书信的格式写，通知有通知的格式。正文的写法还是套用xxx框架+核心句”，我们提供的9种核心句完全覆盖可用。第二个，纪要。纪要通常指的是会议纪要（Meeting Minutes，注：minutes可以表示“记录”），是在会议记录的基础上经过加工、整理出来的一种记叙性和介绍性的文件，包括会议的基本情况、中心内容。纪要听上去陌生，但是一点都不难，它其实重在考查格式，什么格式呢？

记录会议想想便可知，主要记录会议时间、地点、参与人、会议主题这些细节。纪要的格式是固定的，往里面填充细节信息即可，正文还是采用“框架+核心句”的模式就能搞定。

纪要考的概率非常小，因为纪要光格式就差不多占了四五十字，而小作文一共才写100词左右，留给正文大概也就两三句话的样子，这就不合理了。所以，纪要大家了解下格式就行，我们预判小作文还会考书信和通知类。

我已经把众多类型的小作文简化到极致了，最后一百米就是自己动手实践，用这套方法，准备一个自己的专属模板。

如果感觉自己打造模板有困难，也可以考虑用外教老师写好的模板，包括三个全新的万能框架和18个核心句。

这些外教都是美国和澳大利亚当地大学的老师，我们合作过很多年，对我们的方法理解也很透彻，她们写的模板，不仅语言地道、思路新颖，而且还是1对1写作，肯定不会雷同。

那现在既有方法，也有外教写好的成品，该如何选择呢？

我的建议是，时间充裕、基础不错的小伙伴，尽量自己写模板，吃透了方法，自己实践，然后举一反三，既提高成绩又提高能力一举两得。

时间紧张或是基础不好的同学，才考虑买外教写好的模板，三四百块钱拿到80%的分数，或是节省两周时间，这种算的上有性价比，钱要花在刀刃上的。节省出来的时间，要用在没有捷径的题型上，例如阅读。这也是很多高分同学的备考策略。

最后最后，要背熟这三个框架和18个核心句，上考场准确默写，才能大功告成。

还是那句话，有不明白的地方可以与我交流。祝愿看到这篇帖子的同学都顺利上岸！

考研英语大作文方法链接（英语一、二）

**考研英语书信格式范文 第二十篇**

Dear \_\_\_\_\_\_ ,

①There will be a \_\_\_\_\_\_（内容）at/in \_\_\_\_\_\_（地点）on \_\_\_\_\_\_（时间）.

②We would be honored to have you there with us.

③The occasion will start at \_\_\_\_\_\_（具体时间）.

④This will be followed by a \_\_\_\_\_\_（进一步的安排）.

⑤At around \_\_\_\_\_\_（时间）, \_\_\_\_\_\_（另一个安排）.

⑥I really hope you can make it. ⑦RSVP before \_\_\_\_\_\_（通知你的最后期限）.

Yours sincerely,

Li Ming

**考研英语书信格式范文 第二十一篇**

Dear Sir or Madam,

②Not only do I have the qualifications for this job, but I also have the right personality for a \_\_\_\_\_\_（工作名称）.

③In the one hand, \_\_\_\_\_\_（第一个原因）. ④On the other hand, \_\_\_\_\_\_（另一个原因）.

⑤Should you grant me a personal interview, I would be most grateful.

⑥If you need to know more about me, please feel free to contact me at any time at \_\_\_\_\_\_（电话号码）.

⑦Thank you for considering my application, and I am looking forward to meeting you.

Yours sincerely,

Li Ming

**考研英语书信格式范文 第二十二篇**

Dear \_\_\_\_\_\_ ,

①It affords me much pleasure to recommend \_\_\_\_\_\_（要推荐的人）to you.

②During his/her graduate years he/she was my \_\_\_\_\_\_ .

③As his/her \_\_\_\_\_\_ I found him/her \_\_\_\_\_\_（介绍与此人的关系）.

④His/Her performance in the school years was outstanding.

⑤First, he/she had been and showed great talents in \_\_\_\_\_\_ .

⑥In addition, he/she has a very pleasant personality.

⑦He has developed a strong sense of \_\_\_\_\_\_, and working with him is always.

⑧I can state that he/she has all the qualities of being \_\_\_\_\_\_.（介绍此人的能力）

⑨Therefore, I here recommend him/her to you with all my heart.

⑩Should you favor him/her with a position in your company/Should you accept him/her in your university？I am sure that his/her future conduct/academic work will prove worthy of your confidence. I look forward to hearing from you at the earliest possible moment.

Yours sincerely,

Li Ming

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