

一、感谢信模板：

Dear _____,

I am writing this letter to express my sincere gratitude for _____. Had it not been for your assistance in _____, I fear that _____ would not have _____. I'd like you to know that your help _____. It not only _____, but also _____. I shall always remember _____.

I hope that I will have the opportunity of returning your hospitality by inviting you to _____. Will you kindly let me know whether you _____? I am looking forward to seeing you soon!

Again, I would like to express my thanks to _____. Please accept my appreciation and pass my best wishes on to _____. I hope to hear from you soon.

Yours,

亲爱的/尊敬的 _____

我写这封信是为了表达我对你 _____ 的衷心感谢。如果不是你的帮助，我恐怕 _____ 可能不会 _____。我想让你知道你的帮助 _____。它不仅 _____，而且 _____。我会永远记得 _____。

我希望我能有机会邀请您来参加 _____ 以回报您的盛情。您能告诉我您是否 _____？我期待着很快见到你！

再次感谢你，请接受我的谢意，并代我向 _____ 转达我最好的祝愿，希望不久能收到你的来信。

您真诚的

二、求职信模板：

Dear _____,

I am _____ and I would like to apply for the position of _____ posted on _____. I have attached a copy of my resume for consideration. I believe my qualifications well meet your requirements.

I am a student majoring in _____, and I will graduate in _____. In addition to my experience of _____, I _____. I believe my education and experience _____. You will find me _____.

I would appreciate your time in reviewing my enclosed resume and if there is any additional information you require, please feel free to contact me. It would be great if you give me an opportunity to meet you for interview.

Best regards.

Sincerely,

尊敬的_____

我是_____,我想申请公示在_____上的_____职位。我附上了一份简历供您参考。我相信我的资历完全符合你的要求。

我的专业是_____,我将于_____年毕业。除了我在_____方面的经验,我还_____.我相信我的教育背景和经验_____.你会发现我是_____的人。

非常感谢您阅览我的简历,如果您还需要其他额外的信息,请随时与我联系。如果你能给我一个面试的机会,那就太好了。

谨致问候。

真诚的,

三、邀请/呼吁信模板：

Dear _____,

I am writing this letter to call on _____. As some of you may know, _____. In face of _____, it is necessary for us to _____. On the one hand, _____. On the other hand, _____. Hence, it is high time _____. Firstly, we should _____. Secondly, _____.

Please contact us via _____. Please join us to make efforts to _____. Thank you for your participation.

Sincerely,

亲爱的/尊敬的_____

我写这封信是为了号召_____. 正如你们中的一些人可能知道的, _____. 在_____面前, 我们非常需要去_____. 一方面是因为_____. 另一方面是因为_____. 因此, 现在是时候_____. 首先, 我们应该_____. 其次, _____.

请通过_____联系我们。请与我们一起努力去_____. 谢谢你的参与。

真诚的,

四、建议信模板 1:

Dear _____,

I'm writing to express my concern about _____ and put forward my suggestions about _____. (or I'm writing to call on you to _____.) I have noticed/heard that _____. I'm really worried/glad about it.

It is understandable to _____, since _____. However, I think potential risks should not be ignored. The most serious/obvious risk is that _____. In this sense, _____. To prevent the risk from becoming a reality one day, you/we should _____. (or It is understandable to _____, since _____. My advice is to _____, because _____. If you want to _____, you should _____.)

Thank you for your attention. I hope that you can take good consideration of my advice.

Yours sincerely,

尊敬的_____

我写这封信是为了表达我对_____问题的关注并提出我在_____方面的建议（或者我写信是想请你去_____），我已经注意到/听说了这个问题，我真的很担心/很高兴。

_____是可以理解的，因为_____。然而，我认为不应忽视潜在的风险。最严重/最明显的风险是_____。从这个意义上说，_____。为了防止风险有朝一日成为现实，您/我们应该_____。（或者，这是可以理解的，因为_____。我的建议是_____，因为_____。如果你想_____，你应该_____）

谢谢你的关注。我希望你能认真考虑我的建议。

谨上，

建议信模板 2:

Dear _____,

I am 自我介绍. I am writing to express my humble opinions about 某个问题.

某个问题 has become a burning issue. A recent report mentions that _____. The root of the problem, I think, lies in 分析原因. So it is imperative that _____. 建议一 should be compulsory for _____. Meanwhile, 建议二 would be a great value for _____.

I hope that you will find the above suggestions helpful and utilize them in _____.

Yours faithfully,

亲爱的/尊敬的_____,

我是 _____. 我写这封信的目的是表达自己对于_____的小小建议。

_____已经成为了热点事件。最近的一篇报道提到_____. 我认为这个问题的根源在于_____. 所以现在亟需_____. _____应该强制_____. 同时, _____将会对_____很有价值。

我希望你觉得我的建议有帮助并且在_____中使用它们。

你真诚的

五、道歉信模板

Dear _____,

I am writing to make an apology to you for _____. I am terribly sorry for my fault, it wasn't my intention to _____.

To make up for my mistake, I would like to _____ as a token of my apology. If everything else fails, I will _____ as soon as possible. Would you tell me which way that you think is doable?

Again, I deeply apologize for the problems my actions caused. I look forward to hearing from you.

Yours sincerely,

亲爱的/尊敬的_____

我写信是为了_____而向你道歉。我为我的过错感到抱歉，我不是故意_____。

为了弥补我的错误，我想要_____作为道歉的表示。如果其他一切都不可行，我会尽快_____。你能告诉我哪种方法可行吗？

再次，我为我的行为造成的问题深表歉意。我期待着你的来信。

谨上，

六，通知模板：

Notice

There is wonderful news! 活动名称 will kick off on 活动日期 at 地点.

The event, which features/boasts 活动特色, will be a marvelous opportunity to 参加活动的意义/目的. It will involve 具体内容. To enter/attend it, you need to 活动要求.

Those who want to participate can find our desk by the dining hall 咨询/报名时间. We look forward to your participation.

The student union

通知日期

通知

好消息！____就会在____于____举办。

这个活动有____，是一个____的很好的机会。活动涉及____。如果你想参加这个活动，你需要____。

那些想要参加的同学可以来餐厅我们的桌子边____。期待你们的参加！

学生会

X年X月X日

七，推荐信模板（推荐景点，书籍，候选人等）

My dear friends,

At your request/Knowing that you want 目的, I would like to recommend you 某人/某物.

Firstly, I highly recommend 推荐事物之一 to 某一类人, because he/she/it is bearing the most 正面特征 character to 目的. Moreover, if you are interested in 某事, I recommend 推荐事物之二, for this will 原因. Besides, since 原因, 做某事 is an excellent way to 目的.

Hopefully my recommendations would be helpful and wish you 祝愿.

Yours sincerely,

亲爱的朋友：

应你的要求/了解到你想____， 我打算向你推荐_____。

首先，我强烈向_____推荐_____，因为他/她/它是值得游玩/阅读/交往.....而且，如果你对_____感兴趣，我推荐你_____因为这样会_____.此外，因为_____, _____是_____的很好的方式。

希望我的推荐对你有用，祝愿你_____。

真诚的

八，请求信模板

Dear Sir or Madam,

I would like to _____. I am writing to inquire about the possibility of _____.

I would be deeply grateful if you could help me 说明请求. My plan is to _____ and additionally 计划. I would like to _____.

Please contact me when you _____. I really appreciate your attention and hope to hear from you soon.

Yours faithfully,

尊敬的先生/女士：

我想要_____。我写这封信来询问是否有_____的可能。

我将会非常感激，如果你可以帮助我_____。我的计划是_____此外，
_____。我想要_____。

请与我联系当你_____。感谢您的宝贵时间，期待您的回复。

您真诚的

XXX

九，投诉信模板

Dear Sir or Madam,

时间状语 I bought 物品 in 地点. To my dismay, I found it couldn't work normally. 具体问题阐述. I expect you to provide me with a new replacement or, at least, to follow the warranty policy by repairing it. If no satisfaction can be gained by these means, I will have to demand a refund.

Thank you for taking the time to read this letter. If detailed information is required, please reach me at 电话号码.

Yours faithfully,
XXX

尊敬的先生/女士：

我于____在____购买了。令我沮丧的是，我发现它没法正常工作。____。我期望你可以给我提供一个新的产品，或者，按照根据保证条款，对产品进行维修。如果这些方法都无法令人满意的话，我会要求退款。

感谢您阅读我的信件。如果您需要更为详细的信息，可以拨打____联系我。

您真诚的
XXX

十，祝贺信模板

Dear _____,

I must congratulate you for _____. This success means that you have acquired extraordinary capacity to _____ and, if this capacity can be further developed and purposefully used in _____, you will become competent to _____.

However, I must also warn you that the approaching _____ is different to your previous _____. You should make important adjustment for it; that is, you should mentally and physically prepare to _____. I wish you could _____, and gradually grow into an adult/a person who _____.

Yours,
XXX

亲爱的_____，

我必须祝贺你_____。这个成功意味着你具备了_____的非凡能力，如果这个能力可以得到很好的发展并且被有目的地利用在_____的话，你将可以_____。

然而，我必须提醒你，接近_____和以往你_____都不相同。你必须为此做出重要的调整，也就是，你需要全身心准备好去_____。我希望你可以_____，然后成长为一个_____的大人/人。

真诚地
XXX