I’m ××. I am writing this letter to offer my sincere apology to you.**道歉**I feel terribly sorry that I failed to…It’s unexpected and urgent.I am extremely sorry that I cannot keep my promise,but I wonder whether I could have another appointment with you on next weekend if you are available.Now something must be done to solve the problem. I am sorry again for what I have done and I trust that you will be able to understand.**道歉**I sincerely wish you could understand my situation and accept my apology, and I apologize in advance for any inconvenience thus caused. Please let me know which solution you prefer at your earliest convenience.

I am writing this letter for the purpose of making some suggestions concerning…**建议**From my point of view, you would be wise to take the following actions: to begin with; secondly; finally; **建议**I would highly appreciate it if my proposals could kindly be considered and further improvements could be made in this regards.

I’m writing this letter for the purpose of making a complaint about your product/service.**投诉**There are mainly three reasons for my dissatisfaction with…. For one thing, … For another thing,…What’ more, …. Considering these factors, I strongly request that you should send me a new one or refund me the money. **投诉**I would appreciate it a lot if you could take my complaint seriously and see to it prompt. I look forward to your reply at your earliest convenience.

I’m writing this letter for the purpose of inviting you to attend…**邀请**First of all, I'd like to give a brief introduction of ... . As…, we have planned to hold…, so that we can… Thus, we are writing this letter in the hope that you can join us. The activity is going to be held on…in…**邀请**We look forward early to the opportunity to benefit from your experience and wisdom. We would feel much honored if you could come.Please let me know whether you can come and whether the time is convenient for you by sending me an email or call(ing) me. Looking forward to your reply.

I am writing this letter to show my congratulations to you. I am glad to hear that …**祝贺**After years of hard and creative work, you finally achieved your goal. Therefore, I can imagine your excitement when you realized such an ambition. Indeed, no one could have been more deserving than you, as you have done your utmost to progress.Besides, it is a real encouragement to see your efforts rewarded. In short, wish you still further success.**祝贺**Once again, I take pride in your achievements, Please accept my most sincere congratulations on your success!. I am looking forward to hearing more good news to you.

I am writing to you to recommend XXX who wants to pursue his graduate study for a master's degree under your supervision**.** *I’m writing the letter to recommend to you ×××, for his application for the position in your company*.**推荐-人**With reference to your particular requirements, I wish to be considered as an applicant for the position, and beg to state my qualifications as follows.Born in…in.., I major in ….. I have been working as…since my graduation, and I have therefore attained a lot of knowledge and experiences in this field.I am confident that my experience and ability will show you that I can fulfill the particular requirement of your position. **推荐-人**Thanks a lot for your due attention to this letter. I am looking forward to your prompt reply at your earliest convenience.

I am writing to you to recommend to you a XXXX. The reasons for my recommendation are as follows.**推荐-物**To sum up, I strongly recommend XXX to you. And I'm quite certain that you will recommend it to those close to you after having/taking it.

I am writing to express my genuine gratitude for your kind help. My appreciation to your selfless help is beyond any words.**感谢**Your generous help and tender care made me feel warmly welcomed and transformed my first trip into a beautiful memory. Without your help, I couldn't have finished the work on time.**感谢**I sincerely hope that I can repay your kindness in the near future. Once again,please accept my heartfelt gratitude. I am looking forward to your reply.

The chart above demonstrates clearly that some remarkable changes have taken place in the past several years with regard to the number of XXX. Based on the data provided, one can see that the number of XXX has been on a rapid rise/decrease all the time. In the year of XXX, the number was merely XXX and it went sharply up/down to XXX in (years).In the meantime, XXX has witnessed a steady increase/decrease as well,reaching XXX in (years). **数据变化**

As it is shown in the above, the percentage/number of A, B, C and others is 10%, 20%, 30% and 40% respectively. Of all the numbers, XXX is at the top of the list, accounting for about 20%. Meanwhile, the percentage of XXX is lower than XXX. From the number in the XXX, it goes without saying that(**表明**) XXX. **数据对比**

It is of no difficulty for me to come up with some factors to account for the phenomenon. At the top of the list, with a fast pace of industrialization and economic development, XXXX. In addition,we must admit that XXXX. Last but not least, the fact cannot be ignored that XXXX.

Taking into account what has been discussed above, (we can safely come to the conclusion that the trend is normal and positive. And I firmly believe that it is bound to continue in the years to come.**积极**)/(it can be predicted that such established trend will surely continue for quite a while in the forthcoming years.To reverse the trend is not a piece of cake,which requires the efforts from all sides. Only in this way can we solve this problem properly.**消极**)