



公众号@Zachary 的英语视界

2024 考研英语 独家原创小作文模板大全

公众号@Zachary 的英语视界

*Learn from the **Best***

*Write to your **Best***

*And be the **Best***





01 投诉信

Dear [收件人称呼],

I am writing to express my dissatisfaction with [投诉的问题或情况]. I believe it is essential to bring this matter to your attention in order to seek a resolution.

First and foremost, [解释发生的具体事件或问题]. This has caused me significant inconvenience and frustration. In addition, the lack of [必要的行动、沟通或质量] has greatly impacted my [具体的体验]. Despite [之前尝试解决问题的做法], I have not received a satisfactory response or solution.

I kindly request that [希望的解决方案, 比如退款、更换等]. I look forward to a satisfactory resolution and a positive response from you within [指定一个合理的时间范围].

Thank you for your prompt attention to this matter.

Yours sincerely,

[寄件人称呼]

尊敬的[收件人称呼]:

我写这封信是为了表达我对[投诉的问题或情况]的不满。我认为有必要提醒您注意此事, 以寻求解决办法。

首先, [解释发生的具体事件或问题]。这给我带来了极大的不便和困扰。此外, 缺乏[必要的行动、沟通或质量]也极大地影响了我[具体的体验]。尽管[之前尝试解决问题的做法], 但我没有得到满意的答复或解决方案。

我恳请[希望的解决方案, 比如退款、更换等]。我希望在[指定一个合理的时间范围]内得到满意的解决方案和积极的答复。

感谢您对此事的及时关注。

此致

[寄件人称呼]



02 推荐信

Dear [收件人称呼],

I am writing to highly recommend [推荐品] as an absolute [must-see/must-read/must-visit/must-experience]. It has left a lasting impression on me and I believe it will captivate anyone who experiences it.

First and foremost, [该推荐品] is truly a masterpiece. The [导演/作者/策划者] have done an exceptional job in [创造/叙述/设计] this [作品/目的地/活动]. The [摄影/写作/氛围] is breathtaking and it offers a unique and immersive experience. In addition, I was particularly impressed by [某个特定的方面/场景/角色]. It [唤起了情感/触发了思考] that have stayed with me long after experiencing it.

I wholeheartedly recommend [该推荐品] to anyone seeking [灵感/文化丰富]. I am confident that it will leave you with a profound appreciation for [文化/创造力].

Yours sincerely,

[寄件人称呼]

亲爱的[收件人称呼]:

我在此强烈推荐 [推荐品], 这绝对是[必看/必读/必访/必体验]的。它给我留下了深刻的印象, 我相信它也会吸引任何体验过它的人。

首先, [该推荐品]确实是一个杰作。在[创造/叙述/设计][该作品/目的地/活动]时, [导演/作者/策划者]做了出色的工作。[摄影/写作/氛围]令人叹为观止, 提供了一种独特的、身临其境的体验。此外, [某个特定的方面/场景/角色]也给我留下了特别深刻的印象。它[唤起了情感/触发了思考], 让我久久不能忘怀。

我衷心地向任何寻求[灵感/文化丰富]的人推荐[该推荐品]。我相信, 它 will 让您对[文化/创造力]产生深刻的理解。

此致

[寄件人称呼]



03.1 介绍信（介绍事物）

Dear [收件人称呼],

I am writing to introduce to you [所介绍的事物]. In order to provide a comprehensive introduction, I have carefully crafted the following points for your consideration.

First and foremost, the aspect of [某一特定方面] highlights [独特品质/好处 1]. In addition, another crucial component of [该事物] emphasizes [独特品质/好处 2] that delivers enormous benefits to [受益对象].

Thank you for your attention. If you have any further questions or require additional information, please do not hesitate to reach out to us.

Yours sincerely,

[寄件人称呼]

亲爱的[收件人称呼]:

我写信向您介绍[所介绍的人物]。为了提供全面的介绍，我精心撰写了以下几点，供大家参考。

首先，[某一特定方面]这一方面突出了[独特品质/好处 1]。此外，[该事物]的另一个重要组成部分强调了[独特品质/好处 2]，为[受益对象]带来了巨大的好处。

感谢您的关注。如果您有任何进一步的问题或需要更多的信息，请不要犹豫与我们联系。

此致

[寄件人称呼]



03.2 介绍信（介绍人物）

Dear [收件人称呼],

I am writing to introduce to you [所介绍的人物]. In order to provide a comprehensive introduction, I have carefully crafted the following points for your consideration.

First and foremost, [人物名称] has an impressive track record of [显著成就]. In addition, [她/他的] expertise in the sphere of [某领域] has not only garnered recognition but has also contributed to the advancement of [某行业或领域]. Aside from [她/他的] professional accomplishments, [她/他] possesses outstanding personal qualities.

Thank you for your attention. If you have any further questions or require additional information, please do not hesitate to reach out to us.

Yours sincerely,

[寄件人称呼]

亲爱的[收件人称呼]:

我写信向您介绍[所介绍的人物]。为了提供全面的介绍，我精心撰写了以下几点，供大家参考。

首先，[人物名称]在[显著成就]方面有着令人印象深刻的记录。此外，[她/他的]在[某领域]方面的专长不仅获得了认可，还促进了[某行业或领域]的发展。除了[她/他的]专业成就之外，[她/他]还拥有杰出的个人品质。

感谢您的关注。如果您有任何进一步的问题或需要更多的信息，请不要犹豫与我们联系。

此致

[寄件人称呼]



03.3 介绍信（介绍地点）

Dear [收件人称呼],

I am writing to introduce to you [所介绍的地点]. In order to provide a comprehensive introduction, I have carefully crafted the following points for your consideration.

First and foremost, it is brimming with cultural heritage, boasting remarkable architectural structures that exude its captivating allure. In addition, this remarkable destination is renowned for its abundance of local delicacies, allowing visitors to indulge in culinary delights while immersing themselves in its enchanting ambiance.

I cordially invite you to visit [地点名称]. Thank you for your attention. If you have any further questions or require additional information, please do not hesitate to reach out to us.

Yours sincerely,

[寄件人称呼]

亲爱的[收件人称呼]:

我写信向您介绍[所介绍的人物]。为了提供全面的介绍，我精心撰写了以下几点，供大家参考。

首先，它拥有丰富的文化遗产，非凡的建筑结构散发着迷人的魅力。此外，这个非凡的旅游胜地以其丰富的当地美食而闻名，让游客在沉浸于迷人氛围的同时，还能尽情享受美食带来的乐趣。

我诚挚地邀请您访问 [地点]。感谢您的关注。如果您有任何进一步的问题或需要更多的信息，请不要犹豫与我们联系。

此致

[寄件人称呼]



04.1 邀请信（邀请教授、专家、学者等）

Dear [收件人称呼],

I hope this message finds you well. I am writing to extend an invitation to you for [活动名称]. We admire your expertise and would be honored if you could attend the event.

First and foremost, the event is scheduled to take place on the upcoming Sunday at 9:00 a.m. We have carefully chosen the University Gym as the venue, taking into consideration its convenient location and ample space. In addition, the event will provide a wonderful opportunity to [简要描述活动的目的或主题]. We have carefully curated a program that includes [一些关键活动].

Thank you for considering our invitation. Please let us know if you are available to attend the event. We look forward to your positive response by tomorrow at 7:00 p.m.

Yours sincerely,

[寄件人称呼]

尊敬的 [收件人称呼]:

希望您收到此信后一切安好。我写信邀请您参加[活动名称]。我们钦佩您的专业知识，如果您能出席这次活动，我们将不胜荣幸。

首先，本次活动定于即将到来的周日上午 9:00 举行。我们精心挑选了大学体育馆作为活动地点，考虑到其便利的地理位置和充足的空间。此外，该活动还将提供一个绝佳的机会来[简要描述活动的目的或主题]。我们精心策划了一个包括[一些关键活动]的节目。

感谢您考虑我们的邀请。如果您有时间参加活动，请告知我们。我们期待您在明天下午 7:00 之前做出积极回应。

此致

[寄件人称呼]



04.2 邀请信（邀请学生、成员等）

Dear [收件人称呼],

I hope this message finds you well. I am writing to invite you to participate in [活动名称]. We believe this activity will leave you with a memorable and significant experience.

First and foremost, the activity will be held on the upcoming Sunday at 9:00 a.m. We have chosen the University Gym as the venue, taking into consideration its convenient location and ample space. In addition, the activity will provide a wonderful opportunity to [简要描述活动的目的或主题]. We have carefully planned a series of interactive sessions that include [一些关键活动].

Thank you for considering this invitation. Please let us know if you would be interested in joining us for this activity. We look forward to your positive response by tomorrow at 7:00 p.m.

Yours sincerely,

[寄件人称呼]

亲爱的 [收件人称呼]:

希望你收到此信后一切安好。我写信邀请您参加[活动名称]。我们相信，这次活动将给你留下难忘而重要的经历。

首先，活动将在即将到来的周日上午 9:00 举行。我们选择大学体育馆作为活动地点，是考虑到其便利的地理位置和充足的空间。此外，该活动还将提供一个绝佳的机会来[简要描述活动的目的或主题]。我们精心策划了一系列互动环节，其中包括[一些关键活动]。

感谢你考虑我们的邀请。如果你有兴趣参加我们的活动，请告诉我们。我们期待你在明天下午 7:00 之前做出积极回应。

此致

[寄件人称呼]



05 建议信

Dear [收件人称呼],

I hope this letter finds you in good health. I am writing to offer some suggestions regarding [话题].

First and foremost, it would be beneficial to [建议 1], which has the potential to yield numerous benefits and can be instrumental in [描述带来的好处]. In addition, I suggest [建议 2]. By doing so, we can expect to witness [描述带来的好处].

To sum up, implementing these suggestions can contribute to [描述预期的结果]. I hope you find these recommendations valuable and consider incorporating them into your plans.

Thank you for your attention and consideration.

Yours sincerely,

[寄件人称呼]

亲爱的[收件人称呼]:

希望您收到此信后一切安好。我写这封信是想就[话题]提出一些建议。

首先, [建议 1]可能会带来许多好处, 并有助于[描述带来的好处]。此外, 我还建议[建议 2]。通过这样做, 我们可以期待看到[描述带来的好处]。

总之, 实施这些建议有助于[描述预期的结果]。我希望您觉得这些建议很有价值, 并考虑将其纳入您的计划。

感谢您的关注和考虑。

此致

[寄件人称呼]



06.1 通知（招募志愿者、助手等）

Notice

[日期]

We are delighted to announce that our [组织/协会名称] will [举办活动/开展项目]. We are currently seeking enthusiastic and dedicated [所招募人员] for this exceptional opportunity.

First and foremost, applicants are expected to possess expertise in this field, along with strong communication and organizational skills. In addition, responsibilities may include [职责所在]. In this role, you will have the opportunity to work closely with [其他活动参与者] and gain valuable hands-on experience.

If you are inclined to join the team, please fill out the attached application form and submit it to [邮箱号] by [截止日期]. We eagerly anticipate your participation and contribution.

[组织/协会名称]

通知

[日期]

我们很高兴地宣布，我们的 [组织/协会名称] 将 [举办活动/开展项目]。目前，我们正在为这一难得的机会招募热情、敬业的 [所招募人员]。

首先，申请人应具备该领域的专业知识，以及较强的沟通和组织能力。此外，您的职责还可能包括 [职责所在]。在这个职位上，您将有机会与 [其他活动参与者] 密切合作，并获得宝贵的实践经验。

如果您有意向加入该团队，请填写附件中的申请表，并在 [截止日期] 之前提交至 [邮箱号]。我们热切期待您的参与和贡献。

[组织/协会名称]



06.2 通知（活动相关信息）

Notice

[日期]

We have an exciting announcement for you! As a [所任职务], I am delighted to introduce you to [活动主题].

First and foremost, our [组织/活动名称] is dedicated to offering [某种资源] that presents a unique and valuable opportunity for you to [获得好处]. In addition, we provide an array of [特色服务] tailored to cater to your needs.

We wholeheartedly encourage you to [采取行动] and make the most of this incredible chance. If you have any inquiries or require assistance, please do not hesitate to reach out to us.

[组织/协会名称]

通知

[日期]

我们有一个激动人心的消息要宣布！作为 [所任职务]，我很高兴向您介绍 [活动主题]。

首先，我们的 [组织/活动名称] 致力于提供 [某种资源]，为您 [获得好处] 提供独特而宝贵的机会。此外，我们还提供一系列量身定制的 [特色服务]，以满足您的需求。

我们衷心希望您能 [采取行动] 并充分利用这次难得的机会。如果您有任何疑问或需要帮助，请随时联系我们。

[组织/协会名称]



07 感谢信

Dear [收件人称呼],

I hope this letter finds you in good health and spirits. I want to take a moment to express my utmost gratitude for [对方的付出] during [某一时期]. Your benevolence and support rendered my experience truly memorable.

Firstly, I am deeply appreciative of the opportunity I had to [所做的幸运的事]. The insights and experiences I gained will leave an indelible mark on my personal and professional growth. In addition, I would like to [回馈对方的举动] in the near future. It would be an honor to reciprocate the warm welcome I received and show you [所展示的内容].

Once again, thank you for your warm reception and hospitality. I look forward to the opportunity to [回馈对方的举动] at an opportune time.

Best regards,

[寄件人称呼]

尊敬的[收件人姓名]:

希望您收到此信后一切安好。我想借此机会对[某一时期]期间[对方的付出]表示衷心的感谢。您的仁慈和支持使我的经历非常令人难忘。

首先，我对有机会[所做的幸运之事]深表感谢。我所获得的见解和经验将在我的个人和职业成长中留下不可磨灭的印记。此外，我还希望在不久的将来[回馈对方的举动]。我很荣幸能回报您对我的热情欢迎，并向您展示[所展示的内容]。

再次感谢您的热情接待和盛情款待。我期待有机会在适当的时候[回馈对方的举动]。

谨致问候

[寄件人称呼]



08 会议纪要

Meeting Minutes

Date: [会议日期]

Time: [会议时间]

Location: [会议地点]

Attendees: [与会人员]

Meeting Summary:

1. The meeting commenced with [会议主讲人] providing an overview of the workshop's objective: [会议目标].
2. [会议主讲人] presented statistics and examples of prevalent [会议主题], including [相关细节]. The participants engaged in a detailed discussion on the significance of [有意义的举动].
3. During the brainstorming session, the participants generated ideas for effective strategies, such as [具体措施]. The team assigned tasks and established a timeline to ensure the timely completion of preparations. The next steps involve compiling research findings and scheduling a follow-up meeting to review progress.

Adjournment:

The meeting adjourned at [会议结束时间] as scheduled.

Submitted by: [会议记录人]



08.1 会议纪要（双语模板范文）

Meeting Minutes

会议纪要

Date: October 7, 2023

日期：2023 年 10 月 7 日

Time: 10:00-11:00

时间：10:00-11:00

Location: Conference Room 105, Student Center

地点：学生中心 105 会议室

Attendees: Professor Lee and student representatives

与会人员：李教授和学生代表

Meeting Summary:

会议事项：

1.The meeting commenced with Professor Lee providing an overview of the workshop's objective: to enhance students' anti-fraud awareness.

1.会议开始时，李教授提出了研讨会的目标：提高学生的防欺诈意识。

2.The professor presented statistics of prevalent scams targeting students, including online phishing, identity theft, and financial scams. The participants engaged in a detailed discussion on the significance of educating students about common scams and frauds.

2.教授提供了针对学生的常见欺诈手段的统计数据，包括在线钓鱼、身份盗窃和金融诈骗。与会者对教育学生有关常见骗局和欺诈的重要性进行了详细讨论。



3. During the brainstorming session, the participants generated ideas for effective strategies, such as organizing awareness campaigns, creating educational materials, and collaborating with student organizations. The team assigned tasks and established a timeline to ensure the timely completion of preparations. The next steps involve compiling research findings, and scheduling a follow-up meeting to review progress.

3.在头脑风暴环节中，与会者提出了有效的策略，如组织宣传活动、制作教育材料以及与学生组织合作。团队分配了任务，并制定了时间表，以确保及时完成准备工作。下一步工作包括整理研究结果，并安排一次后续会议以审查进展情况。

Adjournment:

会议结束时间：

The meeting adjourned at 11:00 as scheduled.

会议于 11:00 按计划结束。

Submitted by: Li Ming

提交人：李明



09 申请信

Dear [收件人称呼],

I am writing to express my keen interest in [职位名称] at [组织名称]. With [相关技能和经验], I am confident that I can make a valuable contribution to your team.

First and foremost, with [数值] years of hands-on experience in [相关领域], I have acquired a profound understanding of [具体技能或知识]. Furthermore, I am skilled in [特定工具或软件], and have successfully [成就]. On top of that, my commitment to meticulous organization, coupled with my problem-solving capacity, can ensure [预期结果].

Thank you for considering my application. I have attached my resume for your review. I would be happy to provide any additional information or references upon request.

Yours sincerely,

[寄件人称呼]

亲爱的 [收件人称呼]:

我写信来表达我对 [组织名称] 的 [职位名称] 的浓厚兴趣。通过 [相关技能和经验], 我有信心为贵团队做出有价值的贡献。

首先, 凭借 [数值] 年的 [相关领域] 实践经验, 我对 [具体技能或知识] 有了深刻的了解。此外, 我还熟练掌握 [特定工具或软件], 并已成功 [成就]。此外, 我致力于一丝不苟地组织工作, 再加上我解决问题的能力, 可以确保[预期结果]。

感谢您考虑我的申请。我附上了简历供您审阅。我很乐意应要求提供任何其他信息或推荐信。

此致

[寄件人称呼]



10 道歉信

Dear [收件人称呼],

I am writing to offer my sincerest apologies for [因何事表达歉意]. I fully recognize my responsibility in [事情原本应是如何做的], and I deeply regret any inconvenience it may have caused.

To rectify this situation, I would like to [解决方案 1]. Alternatively, if you prefer, I am more than willing to [解决方案 2]. I kindly request that you inform me of your preferred resolution.

Once again, I apologize for any inconvenience and disappointment caused by my action. I genuinely appreciate your understanding and kind consideration regarding this matter.

Yours sincerely,

[寄件人称呼]

亲爱的 [收件人称呼]:

[因何事表达歉意]而致函致歉。我充分认识到自己在 [事情原本应是如何做的] 中的责任，并对由此造成的不便深表歉意。

为了纠正这种情况，我想[解决方案 1]。或者，如果您愿意，我也非常愿意 [解决方案 2]。请将您希望的解决方案通知我。

对于我的行为给您带来的不便和失望，我再次深表歉意。我衷心感谢您对此事的理解和善意考虑。

此致

[寄件人称呼]



11 辞职信

Dear [收件人称呼],

I am writing to formally submit my resignation from my position as [职位] at [公司名称].

I wanted to take this opportunity to express my gratitude for the diverse experiences I have had during [任职时间] at [公司名称]. However, after careful and meticulous consideration, I have decided to pursue a new opportunity that aligns more closely with my long-term career goals.

I apologize for any inconvenience caused by my decision to resign. I will ensure all outstanding tasks are completed or properly delegated before my departure.

Thank you for your guidance and support throughout my tenure at [公司名称]. I wish you and the entire team continued success and prosperity.

Yours respectfully,

[寄件人称呼]

亲爱的 [收件人称呼]:

我谨此正式提交辞呈，辞去我在 [公司名称] [职位] 的职务。

我想借此机会对我在 [公司名称] [任职时间] 期间的各种经历表示感谢。不过，经过慎重考虑，我决定寻找一个更符合我长期职业目标的新机会。

对于我的辞职决定给大家带来的不便，我深表歉意。我将确保在离职前完成或适当委派所有未完成任务。

感谢您在 [公司名称] 任职期间给予我的指导和支持。我祝愿您和整个团队不断取得成功，事业蒸蒸日上。

此致

[寄件人称呼]



12 祝贺信

Dear [收件人称呼],

I am writing to extend my heartfelt congratulations to you for [成就]! It fills me with great joy to acknowledge and commend you for this remarkable accomplishment.

Undeniably, your [成就] is a testament to your exceptional talent and unwavering commitment, as it is immensely challenging for a novice to achieve such outstanding results. Furthermore, your extraordinary skills have empowered you to set a shining example for others to emulate. This achievement not only brings you personal satisfaction but also serves as an inspiration to those around you.

May this success mark the beginning of a new chapter brimming with even greater accomplishments and opportunities. I have every confidence that you will continue to excel in all your future endeavors.

Once again, congratulations on this well-deserved accomplishment.

Best regards,

[寄件人称呼]

亲爱的 [收件人称呼],

谨以此文衷心祝贺你获得[成就]!我非常高兴地承认并赞扬你取得的这一非凡成就。

无可否认,你的[成就]证明了你非凡的才华和坚定的决心,因为对于一个新手来说,取得如此优异的成绩是一项巨大的挑战。此外,你的非凡技能还为他人树立了光辉的榜样。这一成就不仅给你个人带来了满足感,也激励着你周围的人。

愿这一成功标志着新篇章的开始,新篇章充满了更大的成就和机遇。我坚信,你将在今后的工作中继续取得优异成绩。

再次祝贺你取得这一当之无愧的成就。

谨致问候

[寄件人称呼]



13 请求信

Dear [收件人称呼],

I am writing to kindly request your assistance with [请求的内容]. As I reflect on my experiences and background, I feel compelled to reach out to you for help in this matter.

First, I would greatly appreciate it if you could provide your support and guidance in [具体说明你的请求]. Additionally, I have attached all the required documents to this email, including my statement of purpose, CV, and academic transcripts. It would be immensely helpful if you could review these materials and provide any suggestions or corrections that you deem necessary.

If there is any additional information or documentation you need to fully assess my request, please do not hesitate to let me know. I assure you that I will promptly provide any necessary materials.

Thank you for taking the time to consider my earnest request. I look forward to your positive response.

Best regards,
[寄件人称呼]

亲爱的 [收件人称呼],

我谨致函请求您协助我完成 [请求的内容]。当我反思自己的经历和背景时，我觉得有必要就此事向您寻求帮助。

首先，如果您能在 [具体说明您的请求] 方面提供支持和指导，我将不胜感激。此外，我还在这封电子邮件中附上了所有必要的文件，包括我的目的陈述、个人简历和成绩单。如果您能审阅这些材料，并提出您认为必要的建议或修改意见，将对我大有裨益。

如果您需要任何其他信息或文件来全面评估我的申请，请随时告诉我。我向您保证，我会及时提供任何必要的材料。

感谢您花时间考虑我诚恳的请求。我期待着您的积极回应。

谨致问候
[寄件人称呼]