亲爱的Jason Boume教授：

我很荣幸能通知您北京大学将于12月21日至12月22日举办一场名为“中美哲学与宗教学~~交流~~大会”的学术会议。

我们诚挚地邀请您参加这次重要的中国学术会议并担任演讲嘉宾。我们将欢迎您参加本次大会的各项活动，包括讨论会、研讨会与其他娱乐活动。我们将承担您的往返机票与食宿费用。

我们期待您能参与词汇会议并作为重要的一员。如果您接收邀请，请告知我们您的到达日期，以便我们进行必要的安排。

您真诚的，

李明

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Dear Professor Jason Boume:

I am very pleased to inform you that Beijing University is organizing an academic conference entitled “Sino-US Conference on Philosophy and Religious Studies” on December 21-22 in Beijing.

You are cordially invited to participate in this important Chinese academic event to be our guest speaker. You will be welcome to participate fully in the activities of the conference, including workshops, seminars, and other recreational activities. Your round-trip air ticket, accommodation and meal expenses will be subsidized.

We look forward to seeing you in this conference and to having you as a significant part of this event. If you accept this invitation, please advise us of your date of arrival, so that we can make necessary arrangements.

Yours sincerely,

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尊敬的先生或女士：

作为贵列车的一位常客，我非常失望地发现贵方提供的服务远远不能令人满意。因此，我写这封信是希望能引起您对这一问题的关注，能够很大程度地改进现状。

总所周知，准时对于铁路服务非常重要。然而，这趟列车经常晚点，给我带来了很多的麻烦和不便。更糟糕的是，贵列车男女乘务员糟糕的态度。他们的服务并没有体现：“顾客就是上帝”。

我相信您会认真考虑这个问题，并尽快给出满意的答复。同时，我真诚地希望您能检查管理系统。我将很高兴看到贵方列车服务的改进。

您真诚的，

李明

Dear Sir or Madam:

As a regular passenger of your train, I am severely disappointed to find that the service ~~of~~ you have recently provided is far from satisfactory. Therefore, I am writing this letter to draw your attention to the matter in the hope that the present situation can be improved.

As we all know, punctuality is essential to the railway service. However, the train has been delay from time to time, which has brought me much trouble and inconvenience. Even worse are the bad manners of your stewards and stewardesses. Their service has not benefited from the saying, “the customer is king.”

I believe you will take this matter into serious consideration and give a satisfactory reply as soon as possible. At the same time, I sincerely hope that you will review your management system. I would be glad to see improvements in your railway service.

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感谢信:

亲爱的小强:

我写信是为了表达我衷心的感谢。我指的是那天我被一辆出租车撞得从自行车上摔下来的不幸事件。

如果没有您及时给我进行急救，恐怕这场事故的后果会更加严重。大家一致认为正是您在那个紧要关头的快速反应带来了令人满意的结果。

尽管现在越来越多的人谈论到大公无私的必要性，但是很少看到有人言行一致。如果有更多人像您一样，世界会更加美好。

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李明

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Dear Xiaoqiang:

I am writing to express my heartfelt gratitude. I am referring to that unfortunate accident the other day, when I was knocked off my bike by a taxi.

If it had not been for your timely assistance in giving me first aid. I fear that the consequences of the accident might have been much more serious. Everyone agrees that it was your quick-witted response in that emergency that has led to this satisfactory outcome.

Although nowadays people talk in mounting numbers about the need to be unselfish, we see very few people who practice what they preach. If there were more people like you, this world would be a much nicer place.

Yours sincerely,

Li Ming

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建议信

致有关人士：

作为本校的一名学生，我首先应称赞您最近为机房配置新电脑的举措。同时，我给您写信是想请学校为我们在宿舍里安装因特网。

因特网已经成为大学里一种重要的工具。不进教授要求我们用因特网做研究，而且师生间的交流很多也是通过因特网进行的。此外，有些教授已经将自己的讲义放到网上，供学生课后学习。

整个校园只有几个机房能上网。有一万多名学生住宿舍，所以迫切需要让因特网覆盖整个校园。谢谢您抽时间阅读我的邮件。

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To Whom It May Concern,

As a student at our university, I should first command you for the new computers with which you have recently equipped the computer room. Meanwhile, I am writing to you to request that the internet be installed in our dormitories.

The Internet has become an importance tool at university. Not only do professors require us to use the Internet for research, but much teacher-student communication is done via email. In addition, some professors are beginning to post their lecture notes online for us to review after class.

There are only a few computer rooms with Internet access throughout the campus. With over 10,000 students living in the dorms, there is an urgent need for widespread Internet access. Thank you for your time.

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Yours sincerely,

Li Ming

To Whom It May Concern,

As a student at our university, I should first command you for the new computers with which you has recently equipped in computer rooms. Meanwhile, I am writing to you to quest that the Internet should be installed in our dormitories.

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致相关人士，

作为一名本校学生，我首先应该称赞您最近为学习机房配置新电脑的举措。同时，我给您写信是想请学校为我们在宿舍里安装因特网。

因特网已经成为大学里一种重要的工具。不仅教授们要求我们使用因特网进行研究，而且师生间的大多交流也是用电子邮件进行的。此外，有些教授已经将他们的课程讲义放到网上，供学生课后复习。

如今校园里只有几处机房配置了因特网。有一万多名学生住宿舍，所以迫切需要让因特网完全覆盖整个园区。感谢您抽空阅读我的邮件。

您真诚的，

李明

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