社交书信写作·概述(Introduction)

用途：传递信息、交流情感。

原则：**3C**原则。

**1 清晰 Clarity: 书信的内容一定要清楚、准确，让人读后能明确理解写信人的目的、意图。**

**2 简洁 Conciseness: 写书信时应用简洁、通顺的语言，构成一篇简短、易懂的小文章。**

**3 礼貌 Courtesy: 书信应写得朴实、得体，不要使人感到做作、虚假，语气因人、因事而异。**

一、请求信(Letters of Request)

请求信是对收信人提出请求，并希望对方满足该要求。写请求信的重点是要写清楚为什么要请求他人做某事的原因。

写作时首先要说明写作意图，注意语气要礼貌，用词要规范；然后具体展开说明请求的原因，最后表示希望对方予以答复。

开头句：

* I am writing to formally request to…
* We shall be greatly obliged if you…
* May I ask you to consider…
* Could you be kind enough to…
* I am writing to seek your assistance in….?
* I am writing to request you to make an investigation on the matter of…
* Will you be kind enough as to….?
* I would very much like to ask for your permission with this letter to…?

结尾句：

* I am looking forward to hearing from you.
* Thank you for your kind assistance.
* I shall greatly appreciate your answering my questions.
* I would like to thank you for your generous help in this case.
* I should remain grateful to you for the great help…
* I would appreciate your considering this matter and getting back to me at your earliest convenience.
* I do appreciate the favorable consideration your have shown to me.
* Thank you for your attention to these questions.

请求信范文：

To Whom It May Concern,

My name is Li Hua, a college student of Peking University, and I am writing in the hope of your assistance to find a needy child for whom I may provide financial support.

First and foremost I would like to declare that I possess the financial ability to implement this plan owing to my decent income from part-time jobs. As to the candidate, I am hoping that he/she comes from an elementary school of the less developed areas of Western China, who is forced out of school. I would like to pay for his/her tuition fee and other school expenses until he/she graduate from university.

Thank you for your time.

Your sincerely,

Li Hua