**高考书面表达各类书信体常用语**

**感谢信( A letter of thanks)**

**Opening**

* I am writing to **convey/show/ express my heartfelt gratitude** /thanks to you for the…you have shown to me during/when…..（**gracious** **hospitality,** l**oving/tender care, warm reception/entertainment, kindness, assistance）**
* **On this special occasion**, **words have failed to express my heartfelt /deepest gratitude** to you for …. (同上)
* **But for**( **Had it not been for**) **your generous help**… …**would not have**…

(But for your generous help, my visit to/stay in Britain would not have been special and enjoyable)

**Ending**

* I, **on behalf of** my whole family/class/school, would like to thank you again for your **generous help**.
* **Nothing could ever return/repay the favor** you gave me.

**致歉信(A letter of apology)**

**Opening**

* Now, I am writing to **convey/show/ express my heartfelt apology to you** for….(**long delaying in** returning to you your book which I read through with great interest.)(**not being able to** join you for the trip to the Beijing which we planned before.)
* **Had I …., I would have….**

(Had I been more careful, I would have not dropped the vase on the ground)

**Ending**

* I feel **genuinely sorry for** the **inconvenience/trouble it may cause** you. **Hopefully** you can understand my situation and accept our **sincere apology**.

**邀请信 (A letter of invitation)**

**Opening**

* **(On behalf of …)**, I fee**l genuinely/much honored** to invite you to join ….as our ( guest, instructor, judge).
* **It is with great pleasure that** I, (on behalf of…) am writing to invite you to…

**Ending**

* **We will feel much honored if** you can accept our invitation.
* We should be **more than happy if** you could **honor us with your presence**.
* Please **don’t hesitate to** contact me for further information (at1388888888 or at www.szsy.cn)

**建议信 (A letter of suggestion)**

**Opening**

* You have asked me for my advice **with regard to**… and I am writing to give you/here are some suggestions(which I hope can be can be helpful **to some extent**)

**Body**

* I think **it would be a good idea/ more beneficial if** you could…
* **Additionally** , It is also of great importance to/that…
* **Beyond that, It is highly suggested that**….

**Ending**

* **Hopefully** these suggestions will **be of great help to** you. If there is anything else I can do, **don’t hesitate** and I will be **more than happy to** help you.

**求职信/申请信(A letter of application)**

**Opening**

* Learning from/Reading an advertisement in the newspaper that you are looking for **/in need of.**..,I think I **am qualified for** the job/position. /I’m writing to apply for the position.
* I am writing **in response to the advertisement** you placed in…. for a position as… (which I show great interest in)

**Ending**

* I would be **more than grateful** if you could give a chance.
* **Any favorable consideration of** my application will be **highly appreciated**.
* If chosen/elected, I would **dedicate all my energy and wisdom to** the company/activity/club/class.
* Looking forward to your reply **at your earliest convenience.**

**求助信 (A letter for help)**

**Opening**

* Faced with some difficulties in…, I am writing to ask for your **generous help**.

Stressed and worried, I am writing to request you to assist me with my trouble/difficulty in….

**Ending**

* I would be **more than grateful** if you could give me some help.
* I would appreciate it if you could give me your generous help.

**欢迎信 (A letter of welcome)**

**Opening**

* Learning that you are coming to…I, on behalf of…. **feel genuinely/much honored to extend our warmest welcome**( and **gracious greetings**) to you.
* **It is with great pleasure that** I am writing on behalf of …(our class,school) to extend our welcome to you.

**Ending**

* Please allow me to **extend again our welcome** and wish you a pleasant journey/experience

**投诉信(A letter of apology)**

**Opening**

* **I am writing to make a complaint /to express my dissatisfaction about/regarding**…（the poor service I received from, the …I bought/ordered in your store.

**Ending**

* I do hope you can give me **a satisfying reply** and deal with this matter seriously.
* **Hopefully** you will **take my complaint seriously** and do something with this matter.
* Thank you for your **favorable consideration**.