

雅思 G 类小作文

结构

The salutation--The statement of purpose--The situational details--The statement of request--The farewell

Greeting

Formal 正式 Dear Sir/Madam, Yours faithfully,

Semi-formal 半正式 Dear Mr. Brown,/Dear Ms. Stone Yours sincerely,

Informal 非正式 Dear John,/Dear Anita, Best regards,/Warm wishes,

Purpose:2-3 sentences

正式半正式均开门见山，非正式需要寒暄一段

第一句说为什么写 I am writing to.....，第二句引出下一段（让我解释一下之类的）

Details:3-4 sentences

展开写细节，为什么、详细问题、经过

Requirements: 2-3 sentences

简单承接上一段--所以想要怎么处理，提出长句子解决方案

Farewell

一句话总结，展示诚意/期待回复之类的 + 落款

类型

A letter of request/condolence/appreciation/advice, feedback or suggestion /apology/complaint

解释信：丢东西后写给保险公司（formal）

解释信：写给课程老师(formal)

解释信：写给航空公司(formal)

解释信：写给将要拜访的朋友(informal)

建议信：写给倡导环保活动的报纸（formal）

建议信：写给交通运输公司（formal）

建议信：针对道路问题写给当地管委会（formal）

建议信：写给打算关闭运动场所的当地政府（formal）

辞职信：写给现在的老板（formal）

投诉信：写给商店经理(formal)

答复信：针对朋友的工作 offer（semi-formal）

邀请信：搬家后写给朋友（informal）

请求信：写给一同旅游的朋友（semi-formal）

感谢信：写给朋友（informal）

道歉信：爽约后写给朋友（semi-formal）

咨询信：针对租房写给房产中介（formal）

通告信：为聚餐而提前预约餐馆（semi-formal）

解释信：丢东西后写给保险公司（formal）

On a recent holiday, you lost a valuable item. Fortunately, you have travel insurance to cover the cost of anything lost. Write a letter to the manager of your insurance company. In your letter describe the item you lost
explain how you lost it
tell the insurance company what you would like them to do

Dear Sir or Madam,

I am writing to **make an insurance claim** for an item that I lost while on holiday last week.

The item is a wristwatch that I inherited from my grandfather. Both the watch strap and the face are made of gold, and the watch is worth a considerable amount of money. It also has great sentimental value.

I believe that I must have left the watch on the beach in front of the hotel where I was staying. I did return to search for it, but I can only assume that it was either covered in sand or that it had been washed out to sea.

I took out comprehensive travel insurance with your company, and my contract states that all lost items are covered. I would therefore ask that you review the attached information regarding the estimated value of the watch and that you process my claim as quickly as possible.

Please let me know if you require any further information.

Yours faithfully,

Paul Jones(170)

Dear sir or madam,

I am writing **to make an insurance** claim for an item that was lost during my holiday in Toronto.

The item is a gold necklace given by my mother on my 18th birthday. It's a thin and plain one that weighs about 5 grams. **It is not only valuable in price but also holds sentimental value to me.**

I am certain that I lost the necklace while swimming in the hotel pool on my last day in Toronto. I have confirmed it because I saw it around my neck in the photos taken one day before. I contacted the hotel but they couldn't find it after having checked the pool and my room.

I **purchased insurance from your company** before this trip and **the contract states all losses are covered**. I have attached the photo of the necklace and the receipt on the attachment. **I would appreciate it if you could** evaluate the value and **process my claim as soon as possible**.

Please let me know **if additional information is required**.

Sincerely,

Yancy

解释信：写给课程老师(formal)

You have a full-time job and are also doing a part-time evening course. You now find that you cannot continue the course. Write a letter to the course tutor. In your letter describe the situation

explain why you cannot continue at this time

say what action you would like to take

Dear Mr. Smith,

I am writing to inform you that I will be unable to continue with the part-time computer programming course.

I have been attending your evening classes for the last two months, and have enjoyed them immensely. As I stated on my course application form, I work full-time for a large IT company, and until now I have managed to fit the programming course into my schedule.

However, my company is currently on the verge of signing a contract with an important new client in China, and I am part of the team that is being sent to Beijing to negotiate terms and conditions. I will probably be out of the country for several weeks.

I am aware that you run the same course twice a year. Rather than try to catch up when I return from China, I was wondering if it would be possible for me to join the next cohort in September.

I look forward to receiving your response.

Yours sincerely,

Paul Jones(167)

Dear Mr. Smith,

I am writing to inform you that I am no longer able to attend your in-person French course held every Tuesday.

I want to express my heartfelt appreciation for the support and guidance that you have provided during the past year. Your sense of humour always makes the course incredibly engaging and fascinating. And I now feel confident communicating with my French clients without any difficulty.

Unfortunately, I have recently accepted a new job in Toronto, which means I need to relocate from Waterloo. And it's not feasible for me to commute to attend this course regularly.

However, I am eager to continue my French study, and I have heard that you offer online French courses. If possible, I would like to enroll in your virtual class that fits my schedule on Tuesday and Thursday evenings.

Thank you for your understanding and support, and I am looking forward to your reply soon.

Yours truly,

Yancy

解释信：写给航空公司(formal)

You missed a flight due to a problem at the airport. Write a letter to the airline. In your letter describe what happened that caused you to miss the flight
explain how missing your flight affected you
make it clear what you would like the airline to do.

Dear Sir or Madam,

I am writing with regard to a flight that I missed due to a mistake by one of your employees.

Two weeks ago I was due to catch a flight to Rome, where I intended to spend four days on holiday. Unfortunately, the attendant at the check-in desk gave me a boarding card for a different flight, and I did not notice the mistake until I arrived at the departure gate and it was too late.

As a result of the error, I was not allowed to board the flight to Rome, and this caused me great inconvenience. I had to book a new flight two days later, which meant that I missed two days of my holiday and I spent an extra 2200.

As the mistake was caused by your company, I hope that you will compensate me for the cost of the additional flight, as well as for my taxi fares to and from the airport.

I look forward to receiving your response.

Yours faithfully,

Paul Jones(169)

Dear Sir or Madam,

I am writing with regard to a flight that I missed this evening due to your unreasonable arrangement. My flight, CX686 from Toronto to Shanghai, was scheduled for March 11th at 3:00 pm. I purchased this ticket on the Air Canada website about 5 months ago and completed the check-in process on my mobile phone the evening before the flight.

However, upon arrival at the airport, I was unable to print my boarding pass. When I approached the staff at the counter, I was informed that I was not allowed to board the plane due to overselling of tickets. This error was caused entirely by your company.

As a result, I request that you reschedule the earliest available flight for me at no additional charge.

Besides, as the next available flight is 20 hours later, I would appreciate accommodation near the airport for the night.

I eagerly anticipate your prompt response to this matter.

Yours faithfully,

Yancy

解释信：写给将要拜访的朋友(informal)

You are about to go on vacation for a month. A friend from another town will come and stay in your apartment. Write a letter to this friend. In your letter

- explain where your friend can get the key to the apartment
- give your friend some instructions about using your apartment
- recommend some places to go

Dear John,

I hope you're well and looking forward to your stay at my place. I'm just writing to tell you a few things that you'll need to know.

The first thing you'll need to do is pick up the keys from one of my neighbours. Just pop round to number 10 any time after 5 pm and ask for Sarah. She'll be expecting you, and she'll tell you which key is which.

If the weather gets a bit warmer, you might want to turn the heating off. Just open the cover on the boiler in the kitchen and look for the "on/off" switch. You can also open the windows using one of the keys, but please shut them if you go out.

The only other thing to tell you is that there'll be a festival in the town centre during the second week of your visit. It would definitely be worth checking out. And don't forget to go to that restaurant I told you about - it's called 'The Grill' and it's just across the street.

Enjoy your stay, and look after the flat!

See you soon

Simon(187)

Dear Jane,

It's been far too long since we've last seen each other. I'm just writing to tell you a few things that you'll need to know.

Firstly, I have arranged for my neighbour Jim in Room 503 to hold onto the key to my apartment. He is available after 5 pm every day. Simply knock on his door and introduce yourself, and he will provide you with the key.

Regarding my apartment, I suggest keeping the air conditioner on while sleeping as it can get quite chilly at night. I also know you enjoy cooking, so I've stocked a set of cooking utensils for you in the cabinet. Please feel free to use them.

Additionally, I want to remind you about the Easter Market. It's near the city hall and is a great place to pick up some souvenirs. Don't forget about the restaurant I mentioned last week, "The Ramen". It's located right next to the university.

Big welcome and enjoy your stay here!

Yours,

Yancy

建议信：写给倡导环保活动的报纸（formal）

Your local newspaper published an advertisement asking people to help with environment projects in your area. Write a letter to the project manager to offer your help. In your letter describe a local environmental issue that affects you explain what you would like to do to help and suggest how the problem could be avoided in future.

Dear Sir or Madam,

I am writing with regard to your newspaper advertisement requesting volunteers for local environment projects.

The issue that most concern me is the increasing amount of litter in the public park. Litter is both an eyesore for park users like myself and a potential threat to birds and other wildlife.

I would like to suggest a "clean up" day on which local people would come together to pick up litter and restore the park to its former state. I would be happy to help publicize this, perhaps by making posters or handing out flyers in the town centre.

If we want to keep our park litter-free in future, more effort will need to be made to educate children about the importance of looking after our local environment. Some extra bins around the park would also be a good idea.

I look forward to receiving your response.

Yours faithfully,

Paul Jones(153)

Dear sir or madam,

I am writing in response to your advertisement in the local newspaper seeking advice on environmental protection.

I would like to propose an issue that concerns me greatly - the overuse of plastic wraps. When shopping in the supermarket, the cashier will hand me plastic bags. And the take-out foods are always packed in plastic boxes. If these wraps are not properly disposed of, it can lead to serious plastic contamination. To address this issue, two measures can be taken. Firstly, supermarkets could offer cloth bags and paper boxes as alternatives to plastic bags at the checkout counter. This would also encourage customers to bring their own reusable bags. Secondly, I suggest that all take-outs should be packaged in recycled containers, which are not only eco-friendly but also cost-effective for restaurants.

I hope my suggestions will be considered and I am looking forward to your reply.

Yours truly,

Yancy

建议信：写给交通运输公司（formal）

There have been some problems with public transport in your area recently. Write a letter to the manager of the transport company. In your letter
describe the problems
explain how these problems are affecting the public
suggest some changes that could be made.

Dear Sir or Madam,

I am writing to bring to your attention some issues with my local train service.

I take the Bam train from Manchester to Liverpool every morning. This week, my train has arrived at least 10 minutes late each day, and I have been unable to find a seat due to overcrowding.

Passengers are becoming increasingly frustrated. I have seen several people complain to members of your staff that the delays are making them late for work, and the overcrowding means that many of us are forced to stand in the central aisle of the train for the duration of the journey. This is extremely uncomfortable.

I would like to suggest that you run a more regular service on the Manchester to Liverpool line. Another solution would be to add an extra carriage to trains at peak times in order to provide more space.

I hope you will address these concerns as soon as possible.

Yours faithfully,

Paul Jones(162)

Dear sir or madam,

I am writing to provide some feedback regarding my local service.

I often take route 25 from Waterloo to Mississauga on weekends and have noticed two major issues.

Firstly, there are too many students waiting in line to get on the bus, resulting in waits of over an hour.

Secondly, there are always no available seats on the bus, and passengers are forced to stand for the entire two-hour journey. This is potentially dangerous, particularly on snowy days when sudden stops could cause passengers to fall.

To address these issues, I recommend you provide more buses during the weekends and adjust the schedule to have buses running every 20 minutes from 4 pm to 7 pm, which is the peak time for this route. Furthermore, it is important to ensure that buses do not be overcrowded, as this presents a safety hazard for passengers.

I hope that you will take these suggestions into consideration.

Yours truly,

Yancy

建议信：针对道路问题写给当地管委会（formal）

There is a problem in the road outside your house. Write a letter to your local councillor. In your letter

introduce yourself

explain what the problem is

tell the councillor what you would like to be done

Dear Sir or Madam,

I am writing to bring to your attention a road maintenance issue just outside my house on North Road.

My name is Paul Jones. I have been a resident at number 20 North Road for over 10 years, and I have never had a reason to complain to the council before.

Recently, a large pothole has appeared on the side of the road closest to my house. When it rains, the pothole fills with water and becomes an invisible danger to drivers. It is also an eyesore for those of us living in the vicinity. I have called the council offices on several occasions to report the problem, but still nothing has been done.

I would like to request that you address this matter personally and ensure that it is treated as a priority by the road maintenance department.

I look forward to the problem being resolved.

Yours faithfully,

Paul Jones(154)

Dear sir or madam,

I am writing to bring your attention to the road maintenance on King Street.

My name is Yancy, a graduate student at the University of Waterloo. I live at 158 King Street, and I am deeply concerned about the safety of the road in front of my apartment.

The road has been maintained for over a year, and due to the cold weather, the project was recently halted, leaving the road full of bumps and hollows. Last week, I returned home late and was unable to see a hole in the road due to the darkness. Unfortunately, I broke my leg.

I fear that many others may also be suffering from similar accidents if appropriate measures are not taken.

Therefore, I would like to request that install a fence or noticeable sign before the unfinished section to alert pedestrians and drivers of the potential danger. Additionally, to increase visibility at night, I strongly recommend that streetlights be brighter.

I look forward to the problem being resolved.

Yours truly,

Yancy

建议信：写给打算关闭运动场所的当地政府（formal）

Your local council is considering closing a sports and leisure centre that it runs, in order to save money. Write a letter to the local council. In your letter
give details of how you and your friends or family use the centre
explain why the centre is important for the local community
describe the possible effects on local people if the centre closes

Dear Sir or Madam,

I am writing with regard to the proposed closure of the town's sports and leisure centre.

First, I would like to stress how important the centre is for my own family. My wife and I both use the gym on a daily basis, and our two children attend weekly gymnastics and football clubs, which they enjoy immensely.

I also believe that the leisure centre is an integral part of the local community. It is where people go to do exercise, play sports, take part in group activities, and to socialize and make friends. It really is a social hub in the town.

If you do close the sports and leisure centre, the local residents will lose a treasured facility. As there are no other sports centres within a reasonable distance, the closure would have a detrimental effect on health and quality of life in the area.

I hope that you will take these concerns into consideration before making a decision.

Yours faithfully,

Paul Jones(168)

Dear sir or madam,

I am writing to express my deep concern about the decision to close the sports and leisure center.

Having lived in this city for over 3 decades, this center has created countless cherished memories since my childhood. My family always enjoyed playing badminton on weekends, and my child is currently taking swimming lessons in the center.

This center not only means a lot to my family, but it also serves as a perfect leisure place for the entire community. Many residents visit the center in the evenings to engage in physical activities. Furthermore, the center provides an excellent opportunity for socializing and community building.

The closure of this center would leave the community without a convenient sports center within a reasonable distance. The nearest sports club downtown is at least 20 minutes away, making it exceedingly difficult for senior citizens to access.

I hope that you will take these concerns into consideration before making a decision.

Yours truly,

Yancy

辞职信：写给现在的老板（formal）

You have decided to leave your current job even though you enjoy it. Write a letter to inform your manager of your decision. In your letter tell the manager about your decision and the reason for it describe what you learnt in your current job and ask the manager to write a reference letter to help you with future employment.

Dear Mr. Smith,

I am writing to inform you of my decision to leave Smith Industries when my current contract comes to an end next month.

I have thoroughly enjoyed my three years here. However, I feel that now is the time for me to broaden my horizons and gain experience of different working environments and practices within our industry. I would also like the chance to travel more as part of my job.

Over the course of my three years at Smith Industries, I have learnt an incredible amount. Not only am I now proficient with the key software programs that are used across the industry, but I have also learnt valuable interpersonal skills, such as how to organize a team or delegate tasks.

I would be extremely grateful if you could provide me with a letter of reference for future employers.

Thank you for all of your help and support.

Yours sincerely,

Paul Jones(156)

Dear Mr. Smith,

Please accept this letter as formal notification that I am resigning from my position as Data Analyst with Smith Industry. My last day will be Apr.25th, 2023.

Thank you so much for the opportunity to work in this position for the past 2 years. The software skills and business insights I gained here will be great treasures for my professional career.

After much consideration, I feel it is time to move on to new challenges. I plan to embark on further studies to pursue my interest in psychology. I look forward to the new direction of my life, though I will miss being part of our team and the company.

During my last two weeks, I'll do everything possible to wrap up my duties and train other team members. I would be grateful if you could provide me with a reference letter for my future employers. I wish the company continued success, and I hope to stay in touch in the future.

Yours truly,

Yancy

投诉信：写给商店经理(formal)

You recently bought a piece of equipment for your kitchen but it did not work. You phoned the shop but no action was taken. Write a letter to the shop manager. In your letter describe the problem with the equipment explain what happened when you phoned the shop say what you would like the manager to do

Dear Sir or Madam,

I am writing with regard to an appliance that I recently bought from your shop.

On the 10th May, I bought a new washing machine, and it was installed the following day. However, when I tried to wash some clothes, I noticed that the machine failed to spin during the washing cycle. Consequently, it leaves clothes wet but not clean.

When I phoned your shop to report the problem, I spoke to an assistant who did not know the procedure for repairs or returns. He assured me that he would report the issue to the store manager and that I would be contacted the same day. That was two days ago, and I am still waiting for your call.

As the appliance is under warranty, I am entitled to ask for it to be repaired or replaced. I have decided that I would like a replacement washing machine. I would also like you to phone me personally when you receive this letter.

I await your prompt response.

Yours faithfully,

John Smith (175 words)

Dear Manager,

I am writing to express my disappointment with the appliance I bought from your store last week.

On March 18th, I purchased an instant pot and installed it at home. I attempted to cook with it according to the instructions, but it didn't work as the screen showed that there was something wrong with the lid.

When I phoned your store last Friday, the assistant was not familiar with the repair and return policy. He promised to take down my situation and would contact me soon. However, three days have passed, and I haven't received any response yet.

As the pot is still under the warranty, I am entitled to ask for it to be repaired or replaced. After careful consideration, I have decided to request a replacement. I kindly require that you get in touch with me at your earliest convenience to discuss the next steps in resolving this issue.

I await your prompt response.

Yours truly,

Yancy

答复信：针对朋友的工作 offer (semi-formal)

One of your friends has asked you to be a partner in his new business. Write a letter to reply to your friend's offer. In your letter

give your opinion of your friend's business idea

tell him whether or not you have decided to accept his offer

and explain your reasons for this decision.

Dear John,

I hope you're well. Thanks for giving me some time to think about your business proposal.

First, let me just say that I think it would be a great idea to open a café on the high street. It definitely makes sense since there are no other cafés in the area.

Having said that, I'm afraid I'm going to have to turn your offer down. I've thought long and hard about this decision, and I just don't think it's the right time for me to get involved with a big project like this.

To be honest, I would struggle to find enough money to cover my share of the initial investment costs. Also, I don't really want to leave my current job, and I think it would be impossible for me to commit to the café project while I'm still working full-time.

Best of luck with the café. I'm sure you'll make a success of it without me!

Speak soon

Chris(162)

Dear Jane,

I hope this letter finds you well. Thank you for your kind invitation of being a partner in your bakery venture, but after careful consideration, I have decided to decline it.

I am excited about your idea of opening a bakery around the university. I live right there and there is no bakery around currently. I believe your business has great potential for success.

However, I am afraid that I will turn your offer down. I have been considering it for weeks and after evaluating my personal situation, this is not a good time for me to get involved in the business.

As you know, I just started a new job, and I am satisfied with both the working environment and my salary. Unfortunately, this job is quite demanding, leaving me with almost no spare time or extra energy for a start-up business.

I wish you all the best with your bakery and have no doubt it will be a great success!

Best regards,

Yancy

邀请信：搬家后写给朋友（informal）

Write a letter to one friend to notify that you have moved to a new apartment.

1. explain the reason.
2. describe the new apartment.
3. invite your friend to visit your new apartment.

Dear John,

I'm just writing to let you know that we moved house.

As you know, I went for an interview for a job here in London. Well, they gave me the position! It would have been impractical to travel down from Manchester every day, so we've found a house here, in a nice part of London called Greenwich.

Our new house isn't ideal. London prices are crazy, and we were only able to afford a one-bedroom flat. But on the bright side, it's on the ground floor, it's got nice big windows, and a lovely view out onto the garden.

If you ever fancy a trip to London, you're more than welcome to come and stay. It would be great to see you. From where we live, it's only a quick ride on the underground into the city centre, so we could do some sightseeing together.

Keep in touch!

All the best

Mike(154)

Dear Jane,

How is everything going? I am writing to let you know that I have moved to a new apartment.

As you may remember, I was seeking a job since graduating last December. Well, I finally landed my dream job in Toronto last week. Unfortunately, it's not feasible to commute from Waterloo every day, so I found a lovely apartment in the downtown area close to my new workplace.

The apartment is a cozy one-bedroom with a den. One of my favourite features is the spacious kitchen, where I can cook and share traditional Chinese meals with friends. Plus, from where I live, it takes only 10 minutes to the shopping center.

If you are planning a trip to Toronto, you are more than welcome to come and stay. I have a spare bed for you and we can enjoy the stunning views of the sunset over Ontario Lake from my balcony.

I can't wait for you to visit and catch up! Keep in touch!

Yours,

Yancy

请求信：写给一同旅游的朋友（semi-formal）

You recently went on a trip with a friend and you both took some photographs. Write a letter to your friend. In your letter
ask your friend to send you one of the photographs
explain why you need that particular photograph
and tell your friend what happened to your copy of it.

Dear Jane,

I hope you've recovered from the trip, and I hope you enjoyed it as much as I did!

I'm just writing to ask whether you could send me a copy of the photo you took of the sun setting over the mountains on the last evening. I think you took some photos of me with the sunset in the background, but there should be one that just shows the sunset.

The reason I'm after that particular photo is that I think it would look great as the screen saver on my laptop. I'm fed up with the stock image that I've got at the moment, and I was hoping to change it for something really stunning that I had taken myself.

I did take a fantastic picture of the sunset but somehow managed to delete it on my camera. It would be great if you could email a copy to me if you have it.

Speak soon

Jim(150)

Dear Jane,

I hope you had a chance to rest and recover from our recent trip. I had a fantastic time and hope that you enjoyed it as much as I did!

I am writing to kindly request that you could email me a digital copy of a photo. I recall that you captured several shots of us at the peak of the mountain, and I prefer the one with the sunset in the background. This particular photo is very meaningful to me because after 5 hours of climbing, we finally made it to the peak, and the views were absolutely breathtaking. It was also my first time climbing a mountain, and I would love to have a keepsake to remember this unforgettable experience.

Also, would you mind if I shared this photo on Instagram? I'd love to share this unforgettable moment with all of my friends. I also plan on printing out a copy and displaying it on my desk.

Looking forward to your reply!

Thanks,

Yancy

感谢信：写给朋友（informal）

Last month you had a holiday overseas where you stayed with some friends. They have just sent you some photos of your holiday. Write a letter to your friends. In your letter:
thank them for the photos and for the holiday
explain why you didn't write earlier

Dear John and Jane,

I hope this letter finds you well. I'm just writing to thank you both for the holiday and for the photos you sent.

The photos arrived this morning in the post. They reminded me what a great time I had during my stay with you last month. You really were fantastic hosts, and I couldn't have asked for better guides to show me around.

Sorry I didn't write to you earlier, but I've been working flat out since the moment I arrived home. Do you remember I told you I had an assignment to finish? Well, the deadline was two weeks earlier than I thought it was!

Anyway, I'm back to normal now and I've handed in all of my assignments. In fact, now that I'm free, why don't you both come and stay? There's a spare room here, so you're welcome to use it whenever you like.

Hope to see you soon,

Peter (158 words)

Dear John and Jane,

How is everything going? I am writing to express my gratitude for the photos you sent.

I truly enjoyed the holiday spent with you last month. Your warm welcome and nice place made me feel at home. This memory is so precious that I will cherish it forever. These photos reminded me of the beautiful days we spent together and I will put some of them on my table.

I am sorry that I didn't respond to you earlier. I moved to another apartment last week and these photos were sent to my old place. I didn't receive them until yesterday the building administrator contacted me.

If you plan to travel to Toronto, you are more than welcome to come and stay. I have a spare room ready and waiting, and from my place, we can enjoy the stunning sunset over Ontario Lake.

Thank you again for your thoughtfulness and hope to see you soon!

Yours,

Yancy

道歉信：爽约后写给朋友（semi-formal）

One of your friends recently had a birthday celebration, but you missed it and you forgot to tell your friend that you couldn't attend. Write a letter to your friend. In your letter apologize for missing the birthday celebration explain why you missed it and why you didn't tell your friend and say what you would like to do to show that you are sorry.

Dear Mark,

I hope you're well and that you had a fantastic time on your birthday.

I'm so sorry that I wasn't there to celebrate with you, and for not letting you know beforehand that I wouldn't be able to come. I feel terrible that I haven't found the time to contact you until now.

The truth is that I've been under a lot of stress at work recently. I was in danger of losing my job if I didn't meet a sales target, so I haven't been able to think about anything else over the last few weeks. This is why I couldn't be at your party, and why I didn't call to tell you I wouldn't be there.

I really hope you'll forgive me for being so thoughtless, and I hope you'll let me make it up to you. By way of an apology, I've bought tickets for us both to go to the football next Saturday; I hope you'll come.

Speak to you soon,

Mike(168)

Dear Jane,

I hope this letter finds you well and you enjoyed your birthday party.

I want to **apologize for not being able to attend and not letting you know in advance**. I had already prepared my gift for you but didn't find time to give you until now.

Right a day before the party, my mother fell off the ladder while cleaning the windows at home alone.

She broke her leg and had to be in hospital. **This unexpected emergency required my immediate attention and left me with no time** to prepare or inform you before the party.

I really **hope you will forgive me for being so thoughtless**. My mother was discharged yesterday and let me **make it up to you**. I have bought two tickets for your favourite band's performance on Sunday evening. I hope you can come with me.

Once again, I apologize for any inconvenience I may have caused and hope we can catch up soon.

Best regards,

Yancy

咨询信：针对租房写给房产中介（formal）

You and your family are moving to another country, and you are looking for rented accommodation there. Write a letter to a property agent. In your letter
introduce yourself and your family
describe the type of accommodation that you hope to find
give your preference for the location of the accommodation

Dear Sir or Madam,

I am writing to ask for your help finding accommodation in Australia. My name is Mark Smith, and I am married with two young children. A recent promotion at work has meant that I will soon be based in Sydney instead of London, and so we are hoping to emigrate as soon as possible.

Our plan is to find rented accommodation for at least the first year of our stay in Australia. Ideally, we would like a detached house with three or four bedrooms and a good-sized garden so that the children have somewhere to run around.

We would prefer a quiet, suburban location within easy commuting distance of the city centre. The local schools are an important consideration, and we would like to be close to shops and other amenities.

I hope you can help us with our house search, and I look forward to hearing from you.

Yours faithfully,

Mark Smith(157)

Dear Sir or Madam,

I am writing to ask for advice on finding proper accommodation in Waterloo.

My name is Yancy, and I have enrolled as an international graduate student at the University of Waterloo, starting this September. My parents will also immigrate from China and live with me.

We are looking for a two-bedroom apartment that is pet-friendly, as we have a little cat. It would be ideal if the apartment comes furnished. Additionally, we prefer a four-year lease that includes a parking area, and our budget is \$2700 per month for everything.

As for the location, we prefer a place that is within a 15-minute walking distance from the university. It is also important that there is a supermarket within a 10-minute drive from the apartment.

I would greatly appreciate it if you could offer any suggestions to help us find a suitable place. Thank you for your time, and I look forward to hearing from you soon.

Yours truly,

Yancy

通告信：为聚餐而提前预约餐馆（semi-formal）

You and some friends ate a meal at a restaurant to celebrate a special occasion, and you were very pleased with the food and service. Write a letter to the restaurant manager. In your letter give details of your visit to the restaurant
explain the reason for the celebration
say what was good about the food and the service

Dear Sir,

I am writing to thank you and your staff for making our celebration meal so special last Friday evening.

I made a booking for ten people at very short notice on Friday, and you managed to find us a table. When we made the spontaneous decision to eat out that evening, we were amazed to find a table for such a large group, and we could not have chosen a better restaurant.

The ten of us were celebrating our university graduation. The ceremony had taken place, and my friends and I were all so relieved to have finally received our degree certificates. Nobody wanted to go home, so I suggested that we find somewhere to have dinner together.

As soon as we walked into the restaurant, we knew that we were in good hands. Your waiters were extremely friendly and obliging, and the food was delicious. We were also impressed that both you and the head chef came to check that everyone was happy with their food.

All ten of us would like to thank you for giving us such a memorable evening.

Yours faithfully,

Paul Jones(189)

Dear Sir,

I am writing to express my gratitude to you and all the staff for making my wedding anniversary celebration on Friday so special.

Although I made a reservation for a table of six only one day in advance, you managed to find us a suitable table. Additionally, you were thoughtful enough to keep two parking spaces for us as you knew that we would drive to the restaurant.

Your restaurant is a place of great significance to my husband and me. We first met here while having dinner two years ago. Thus, it was very meaningful for us to celebrate our one-year wedding anniversary at the place where our love story began.

The warmth and hospitality of your staff were outstanding, especially the service provided by Jane, our waiter that day. (She was exceptionally attentive, remembering every dish we ordered, including the gluten-free dishes for my husband.)The food was also exquisite, and we thoroughly enjoyed every bite. Thanks again for giving us all such a memorable evening!

Yours truly,

Yancy