咨询信/寻求帮助信（未润色）

Dear \_\_\_\_\_\_,

As a senior student majoring in Computer Science, I am writing to ask for your kindness assistance. \_\_\_\_\_\_\_\_\_\_.

There are several aspects that I am eager to be informed（咨询）/assisted（寻求帮助）. Would you like to tell me \_\_\_\_\_\_\_\_\_\_ is what I need most. What I must point out here as well is that I was wondering if you could tell me \_\_\_\_\_\_\_\_\_\_? Above all, Could you tell me for the details（咨询）/help me further（寻求帮助） about it?

I would appreciate it if you could give me some instruction in this matter. I am looking forward to your favorable reply at your earliest convenience.

Yours sincerely,

Li Ming

邀请信（22一）

Dear \_\_\_\_\_\_,

As a senior student majoring in Computer Science/On behalf of the Students’ Union of Tsinghua University, I am writing to invite you to \_\_\_\_\_\_\_\_\_\_. The basic information about the event（以22年“比赛邀请”为例） is as follows.

（活动）To begin with, the Students’ Union is to plan the contest \_\_\_\_\_\_\_\_\_\_. Besides, the preliminary contest will be held in the auditorium/\_\_\_\_\_\_ at 9:00 a.m. on January 1, 2023. Lastly, \_\_\_\_\_\_\_\_\_\_（具体细节）. Everyone will be given a special gift in gratitude for his or her participation after the contest.

（游玩）

I would appreciate it if you could accept our invitation. I am looking forward to your favorable reply at your earliest convenience.

Your sincerely,

Li Ming

建议信（未润色）

Dear \_\_\_\_\_\_,

As a senior student majoring in Computer Science, I am writing to offer some suggestions on \_\_\_\_\_\_\_\_\_\_.

What ranks first is that \_\_\_\_\_\_\_\_\_\_. Besides, \_\_\_\_\_\_\_\_\_\_. In addition, \_\_\_\_\_\_\_\_\_\_.

I would appreciate it if you could take my advice into consideration. I am looking forward to your favorable reply at your earliest convenience.

Your sincerely,

Li Ming

投诉信（未润色）

Dear \_\_\_\_\_\_,

As a regular passenger of your train, I am severely disappointed to find that the service 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 know, punctuality is essential to the railway service. However, the train has been delayed 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.

Yours truly,

Li Ming

道歉信（未润色）

Dear \_\_\_\_\_\_,

I would like to thank you for \_\_\_\_\_\_\_\_\_\_. However, I am writing to extend my apology to you for \_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_. I am sorry to say that I will therefore not be able to make the interview. If possible, I would like to postpone the interview to another day later that week. I promise that such a situation does not usually happen, and apologize for any inconvenience this may cause you.

I am looking for your favorable reply and, again, am sorry for any trouble this may have caused. Please excuse me for not being able to inform you of my situation sooner.

Yours sincerely,

Li Ming