

英文书信开头结尾模板

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1. 邀请信

-I'm writing to invite you...

-My family and I would feel honored if you could come. We would be looking forward to your coming. I really hope you can make it.

2. 推荐信

-Considering your requirements, I shall, without reservation, recommend Mr. Zhang as an ideal candidate...

-Any favorable consideration to this letter would be considered personal honor to us.

3. 求职信

-I'm writing to express my interest in your recent advertised position as a typist...

-Thank you for considering my application and if you need to know more things, please contact me at the phone 1234546789.....

4. 感谢信

-I would like to convey in this letter my heartfelt thanks to you for ... / I'm grateful to you for... Many thanks for your kindness and hospitality.

-I must thank you again for your generous help. / Again, I would like to express my warm thanks to you.

5. 求助信

-I would be most grateful if you could send me information regarding... / I'm writing to you in the hope that I may obtain...

-Your prompt attention to this letter would be highly appreciated. I'm looking forward to hearing from you.

6. 道歉信

-I must apologize to you for... I regret to inform you that I am unable to do...

-Please accept my apologies for xxx once more. I hope that the settlement of the matter will meet your wishes.

7. 投诉信

-I'm writing to you to complain about.../ I'm writing to express my dissatisfaction with/at ...

-To remedy the matter, I suggest making the following changes: If it is not properly settled, I would ask you to give my money back, or I would complain to the concerned authorities.

8. 对审稿人表示感谢

Reviewers have made some suggestions on our paper and each of them is beneficial. We have modified the relevant parts according to their advice. Moreover, great gratitude is given for their careful work.