**感谢信写作模板、写作框架及典型句式(学生版)**

**题型介绍**

交际应用类书面表达可以分成很多种，如：邀请信、感谢信、道歉信、建议信等，我们要根据不同的交际需要对篇章段落进行构思布局，又需要巧妙运用一些模板句式让表达更精炼、规范。今天我们讲练的主题是感谢信的写作，感谢信是用于致谢他人的馈赠、款待、帮助、以及对慰问信和祝贺信的回复等。

**感谢信的写作框架：**

1. 表达感谢之情并说明原因；

2. 细述并赞赏对方的帮助/贡献；

3. 再次表示感谢。有时可向对方发出邀请。

**感谢信写作模板**

**1、首段：感谢信开头可以指出写作目的，也可以在表明写作目的的同时后加上写作背景，出于什么缘由要表示感谢。**

**常用开头语句式：**

* 1. If it were not your kindness / ……, I wouldn’t have…… (made such great progress/enjoyed it so much).
  2. I am writing to express/covey my sincere gratitude for ….

**2、主旨段: 感谢信中间段，也是主旨段，一般详述写作缘由，指出感谢的原委**

**常用主旨段句式：**

1. Many thanks for all the things you have done ….
2. It was kind and generous of you to （事件1）
3. Besides, what touched / impressed me most is that（事件2）.
4. What’s more, it was you who（事件3）...

**3、结尾段：再次表示感谢，表示祝愿和愿景**

**结尾段常用句式：**

1. With the deepest gratitude and respect, I sincerely invite you to …. Best wishes.
2. Thanks again for…. May you be blessed in everything you do.
3. It’s such a great kindness that I’m grateful to you…
4. I will feel very honored and pleased if（发出邀请）.Would you kindly let me know if…(做出安排)

**感谢信写作典型句式：**

1. I would like to express/convey my heartfelt/earnest thanks to you for…

我要表达我对你真诚的/发自内心的感激，因为你的帮助/支持/建议等

1. With the deepest gratitude and respect,/Touched and thankful, I’m writing to you for your unselfish assistance for ….

怀着最深切的感激和敬意/感动和感激，我写信给你，感谢你无私的帮助

1. Without your encouragement/valuable advice, I wouldn’t have (made such great progress/such positive changes).

如果没有你的鼓励/宝贵的建议，我就不会(取得如此大的进步/取得如此积极的变化)。

1. You really added great…. to my convenience and pleasure of…

你为我不仅带来方便和快乐，还带来了...

1. It was with your help that I ….

(强调句型)只有在你的帮助下，我才...

1. My true gratitude is beyond the word’s description. /Words fail to express my gratitude deep in my heart.

我诚挚的感激是无法用语言形容的。/言语无法表达我内心深处的感激。

1. Please accept my sincere thanks for your help, which I will never forget.

请接受我对你的真诚感谢，我永远不会忘记。

**感谢信真题写作赏析:(2019 浙江卷)**

假定你是李华，经常帮助你学习英语的朋友Alex即将返回自己的国家。请给他写一封邮件，内容包括：

1. 表示感谢； 2. 回顾Alex对你的帮助； 3. 临别祝愿。

范文赏析：

Dear Alex,

I’m extremely grateful for your generous help with my English.

Our time spent together in China has been so delightful! I vividly remember your patient attitude at our awkward first meeting when I struggled even with the most basic dialogues. Your continuous encouragements helped me get out of my comfort zone and speak in English with increasing confidence. Thanks to you, my progress was so rapid that even my teacher at school praised me on my improvements.

I wish you plenty of pleasure in your life at home.

Yours,

Li Hua