**应用文13 祝贺信**

**真题回顾**

假定你是李华，从小喜爱大熊猫(panda),一直通过有关网站(website)关注三年前在美国圣迭哥动物园出生的大熊猫“苏琳”和她的母亲“白云”。现在苏琳即将三岁。请根据以下要点给动物园工作人员写一封信：

1. 自我介绍；
2. 祝贺苏琳生日；
3. 感谢工作人员；
4. 索取苏琳三岁生日照。

注意：1、词数100左右；

2、可以适当增加细节，以使行文连贯；

3、开头语已为你写好。

Dear Sir/Madam,

Greetings from China!

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Yours truly,

Li Hua

**【参考范文】**

Dear Sir/ Madam,

Greetings from Chian!

I’m Li Hua, a student in Sichuan. I’ve been a panda lover since I was a child. About three years ago I was delighted to learn that Baiyun gave birth to her daughter Sulin and I’ve been watching her grow on your website. Now she’s going to be there. I’d like to wish her a happy birthday and to express my thanks to you for your hard work, because of which Sulin and her parents are living a happy and healthy life in the US.

By the way, could I have a photo of Sulin taken on her third birthday? Thank you very much in advance.

Yours truly,

Li Hua

**【范文点评】**

本文写作的内容要点如下：1.自我介绍；2.信息来源；3.祝贺生日；4.感谢照顾；5.索取照片；6.合适的结尾。这封信格式正确，行文规范，描述有条不紊，称呼、正文中的开头及结尾、结束语均表达到位。文章行文要活泼，感情真挚，语言表述准确，注意结合简单句和复合句，流畅自然，不露痕迹。

　 亮点词汇：.delighted adj.欣喜的，快乐的 2.express v.表达 3.give birth to v.产生，生育

　　亮点句式：I’d like to wish her a hay birthday and to express my thanks to you for your hard work, because of which Sulin and her parents are living a hay and healthy life in the US. 我祝福它生日快乐并且对你们的辛勤工作表达我的感激之情，正是你们的努力工作让苏琳和它的父母在美国过着幸福和健康的生活。评析：定语从句的使用。



开头常用句式

It was exciting news for me to learn of …

Please accept my sincere/hearty/warm congratulations on …

It was a great pleasure to send you my congratulations on …

I was delighted to learn of your success /achievements in …

I am really happy to learn that you have been elected…

结尾常用句式

Wish you good luck!

We wish to share your honor and joy.

I wish you success and fulfillment in the years ahead.

May all go wonderfully in your new post!

May every happiness be yours!

All my best wishes for an even more prosperous future/successful career!

May each succeeding year bring you great happiness and prosperity.

Every good wish to you for much health, happiness, and prosperity!



必背模板

模板①

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

I have learned with delight that you \_\_\_\_\_\_(祝贺事由). I would like to extend to you my utmost congratulations on \_\_\_\_\_\_. You must be \_\_\_\_\_\_. And I feel very happy for you. \_\_\_\_\_\_(所取得的成绩)is quite exciting news! I know this is surely owing to \_\_\_\_\_\_(被祝贺人过去的努力).It is a reward you richly deserve for your \_\_\_\_\_\_(被祝贺人的优点). Kindly let me know when you \_\_\_\_\_\_(咨询对方何时有空).

I hope \_\_\_\_\_\_(表达自己的愿望).

My best wishes for your further success.

Yours sincerely,

Li Hua

模板②

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

Good news travels fast! It was delightful for me to hear that \_\_\_\_\_\_\_\_\_\_\_\_\_\_ . Please accept my sincere congratulations to your \_\_\_\_\_\_\_\_\_\_\_. I have been watching your progress with admiration all the years, and I know more than anyone else how much effort you have put in. Now you prove to me a matured and well-rounded\_\_\_\_\_\_\_\_ in every respect. Judging from your current success / achievement, I am confident that in the future \_\_\_\_\_\_\_\_\_\_\_ .

May all the years ahead fulfill your dreams!

Yours sincerely,

Li Hua

模板③

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

Congratulations on your \_\_\_\_\_\_\_ . I know how hard you have been working and I am very proud of you for your achievement. I understand for sure that it is your hard work / your excellent ability that leads you to the current success. This new position, on the other hand, adds a new dimension to your life and is bound to \_\_\_\_\_\_\_\_ . What’s more, I also believe that .

May all goes beautifully in your new post!

Yours sincerely,

Li Hua

思路点金

日常生活中，无论是亲朋好友毕业、晋升、获奖、开业，还是订婚、结婚、生日，都需要写上一封信向对方表示祝贺。信中应表示为对方而高兴。祝贺信应当充满真诚和热情，收信人读后会感到喜悦和振奋。祝贺信既可以正式写，也可以随便写，具体视场合而定。对不太熟悉的朋友适合正式写，以表示礼貌和尊重；对熟悉的朋友则可以随便一些。但无论采用哪种方式，祝祝贺信是社交中的一种礼仪性信函。

祝贺信通常包括以下几个方面的内容：说明祝贺事由，表达热烈、诚挚的祝贺；围绕祝贺事件表述贺喜内容；表达美好祝福。

祝贺信写作分三步走:说明事由并表达自己衷心的祝贺->展开评论事件、赞扬收信人->再次表达良好祝愿。在写作主要内容的时候，可以重点赞扬一下当事人的优秀能力和取得成就的原因、并展望他将来的美好发展前景等。贺信必须表达由衷的感情，而且写信要及时。

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| --- | --- |
| Dear\_\_\_\_\_\_\_,  (1)I have learned with delight that you\_\_\_\_\_\_.  (2)I would like to extend to you my utmost congratulations on \_\_ \_\_.  (3)You must be very proud of your \_\_\_\_\_\_.  (4)And I feel very happy for you.  (5)\_\_\_\_ \_ is quite exciting news!  (6)You are really\_\_ .  (7)I know this is surely owing to\_\_ \_ .  (8)It is a reward you deserve for your \_\_ .  (9)With your\_\_\_ \_\_, I am sure that you will be a success in whatever you undertake.  (10)Kindly let me know when you\_\_\_\_ .  (11) I hope .  (12)My best wishes for your further success.  Sincerely Yours,  Li Hua | (1)获悉值得祝贺的消息，说出祝贺事由  (2)表达祝贺  (3)描述对方的心情  (4)表达自己的心情  (5)被祝贺人所取得的成绩  (6)对对方的赞美  (7)对方取得成绩的原因  (8)对对方取得成绩的肯定，说出被祝贺人的优点  (9) 被祝贺人的优秀品质，表达对对方的祝福  (10)咨询对方的情况和时间  (11)表达愿望  (12)表达自己真诚的祝福 |

**必背范文**

假如你是高三学生李华，得知你的英国笔友Reed被剑桥大学(University of Cambridge)录取，请你给他写一封电子邮件。要点如下：

1.向Reed表示祝贺；

2.介绍自己目前的学习情况；

3.请教学习方法

注意：

1.词数100左右；

2.可以适当增加细节，使行文连贯；

Dear Reed,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yours,

Li Hua

【参考范文】Dear Reed,

I am very excited and inspired by the news in your e-mail that you have been admitted to University of Cambridge. First of all, I’d like to give my congratulations to you on your great success. Meanwhile, I also want to enter a famous university just like you.

Now I want to tell you something about myself. As you know, I’m busy preparing for the College Entrance Examination right now. I have been working very hard and sometimes have to stay up late doing all sorts of papers. However, I’m always feeling stressed out and wondering whether my efforts will pay off, which makes me frustrated and exhausted. Will you be kind enough to give me some advice?

Looking forward to your reply.

Yours,

Li Hua