

书信

称谓

不特定的人

Dear Sir or Madam

Dear Sir/Madam

To Whom It May Concern,

Dear+人名

特定的人

Dear+性别+人名

Dear+职务+人名

自我介绍
私人信函可不写

I am a staff member of your company.

I am a freshman/sophomore/junior in the Department of Chinese Language and Literature of Peking University.

I am sb. (身份) who do sth. (我和你之间的关系)

开头段

I am writing the letter for purpose of expressing my sincere apology / discontent to you.

I am writing the letter for purpose of resigning from/applying for my current position.

I am writing the letter to give/offer some useful/practical suggestions/ proposals to you.

I am writing the letter to inform you that I wish to request if you could help me find a potential beneficiary of Project Hope.

写信的目的

Listed below are pertinent/related details/factors

总:

说自己

Firstly,as I..., I...

提建议

Secondly,how about doing sth. ?

问对方

Finally, I wonder if you do sth. I would like to do...

表示感谢

My thanks for you to your generous help are beyond words.

期待回信

I look forward to hearing from you soon.

保持联系

Keep in touch.

结尾段

Yours sincerely, 或 Sincerely yours,

结尾客套

私人: Yours faithfully,

公务: Yours truly ,

署名

落款

Li Ming