

1. 道歉信

Dear 姓名,

I am writing the letter+to 表达 my heart-felt apology to you for the mistake/lapse of attention/the negligence/the incovince I did not mean.

Much to my regret.Due to the lapse of attention/ carelessness/improper behavior from me, you must have felt/ experienced much inconvenience/some loss otherwise avoided .Or/ if not so, ... would do (即将产生的影响)、would have done (已经产生的影响)。To offset the loss / reverse the situation, I will+ 根据事件本身

I, clearly, owe you 态度 arising from the depth of my heart.I frankly expect my compensating measure to relieve the loss of yours as much as possible.

Yours sincerely,

空行

姓名

2. 感谢信

Dear 姓名,

I am writing the letter+ to 表达 my heart-felt appreciation/gratitude/acknowledge to you for the kindness you offered to me generously.

Much to my touch.Due to the timely help from you,The gains /benefits /meanings/ implications cannot be exaggerated too much . Otherwise/or/ if not so, ...虚拟。

I, clearly, owe you 态度 arising from the depth of my heart.What I expect to do, even insignificant, is anticipated to match the help to me from you.To reward the kindness as much as I can, Iwill ...

Yours sincerely,

空行

姓名

3. 投诉信

Dear 姓名,

I am writing the letter+ to complain of/about the unpleasant experience happening to me
时间

Much to my excitement/amazement.Due to the improper behavior/unacceptable behavior, I have experienced some inconvenience/ some loss otherwise avoided .If not so, 虚拟语气 To solve

the complaints, /To relieve (alleviate/ offset) the loss, you are expected to

+ (通用) apologize to me formally /in the written manner.

+ 换商品 : replace it with a new one which can function properly

+ 退款 refund what I paid for it

+ 几倍赔偿 offer a compensation three times as much as I paid

+ 停止行为 put a prompt end to the improper behavior and avoid as much as you can its recurrence.

I will ...+ if my complaints can arouse your attention and receive the proper tackling.

Yours sincerely ,

空行

姓名

4. 祝贺信

Dear 姓名,

I am writing the letter +to congratulate you on what you have achieved /the accomplishment/honor granted to you.

Much to my appointment.You, undoubtedly, deserve the accomplishment with the consistent dedication and diligence .Or, the whole team /the scientific research would still be struggling with more obstacles or barriers .The example/ role model you have set for each of us deserves following .

I, clearly, owe you 态度 arising from the depth of my heart. There is no denying that the brighter prospect of yours is in store for you.

Yours sincerely,

空行

姓名

5. 表扬信

Dear 姓名,

I am writing the letter+ to 表达 my heart-felt admiration to you for what you have done.

Much to my adoring,Your shining deeds cannot be praised too much . It is no wonder that you can perform like this with the consistent dedication and noble/respectable character.The example/ role model you have set for each of us deserves following .

I, clearly, owe you 态度 arising from the depth of my heart.I am definitely convinced to witness the boom of the role models like you and shining deeds like yours.

Yours sincerely,

空行

姓名

6. 建议信(消极)

Dear 姓名,

I am writing the letter+ to 提出 the measures /the countermeasures to approach the problem of ...

Given a considerable threat posed by 话题 to 方面, there is much reason to take actions.Listed below are my suggestions, which I hope can contribute to the solution to the problem. for one thing... It is more than wise to do , a measure which can approach the core of the problem.For another,It is highly/equally appreciated that 句子, a measure which can achieve lasting effect.

I will ...+ if my suggestions can be adopted and put into practice. I am totally convinced to witness the solution to the problem from the bottom up.

Yours sincerely,

空行

姓名

7. 建议信(中性)

Dear 姓名,

I am writing the letter+ to 提出 the measures /the countermeasures to approach the problem of ...

Despite /even with some progress made in 方面 , there is much room for the further improvement. Listed below are my suggestions, which I hope can contribute to the solution to the problem. for one thing... It is more than wise to do , a measure which can approach the core of the problem. For another, It is highly/equally appreciated that 句子 , a measure which can achieve lasting effect.

I will ...+ if my suggestions can be adopted and put into practice. I am totally convinced to witness the solution to the problem from the bottom up.

Yours sincerely,

空行

姓名

8. 邀请信

Dear 姓名,

I am writing the letter + to 提出 an invitation arising from the depth of my heart to do ...

The activity (to be held 地点 时间) attempts to fulfill the goal of doing, one which is in hot pursuit of your participation for the professionalism and experience you demonstrate. As follows are the expectations for you, which I hope can receive the attention from you. First, 期望一. Second, 期望二. With the expectations fulfilled, the activity with your participation will definitely be a great success .

I will ... if my invitation can be accepted from you. I am looking forward to the reply at your earliest convenience.

Yours sincerely,

空行

姓名

9. 推荐信

Dear 姓名,

I am writing the letter + to 提出 a strong recommendation to you of sth.

The book, from my perspective, is a perfect combination of A and B(文艺作品: 观赏性+思想性 Wonderful Readability and profound implication 地方 : 自然+人文 Natural beauty and cultural heritage 活动 : merits to hosts and those to participants). Listed below are its

merits , which I believe can appeal to you greatly. First,优点一.Second, 优点二。With the merits present, what I recommend will surely be a choice out of wisdom .
I will ...+ if my recommendation can meet your needs.I am more than willing to offer the further information upon your request.

Yours sincerely,

空行
姓名

10. 求助信

Dear 姓名,

I am writing the letter +to ask you for the help
I am doing ... when I find it hard to do / it is in the way of my proceeding to do, which forces me to turn to you for the professionalism and experience you demonstrate.Listed below are the expectations, which I hope can receive the response in my favor.First,求助一.Second, 求 助二.With the puzzles diffused, I am definitely convinced to get out of where I am struck .
I will ...+ if my expectation can receive the response as desired .I am looking forward to the reply at your earliest convenience.

Yours sincerely,

空行
姓名

11. 申请信

Dear 姓名,

I am writing the letter +to apply to you for...
What has been motivating me is to do a convincing factor which urges me to apply to you for the professionalism and experience you demonstrate.Listed below are the advantages , which I believe can justify the application I submit.First,优 势一.Second, 优势二.Thus, I have a firm faith that the acceptance of the application will surely be an option benefiting both sides .
I will ... if my application can receive the approval and recognition from you.I am looking forward to the reply at your earliest convenience.

Yours sincerely,

空行
姓名