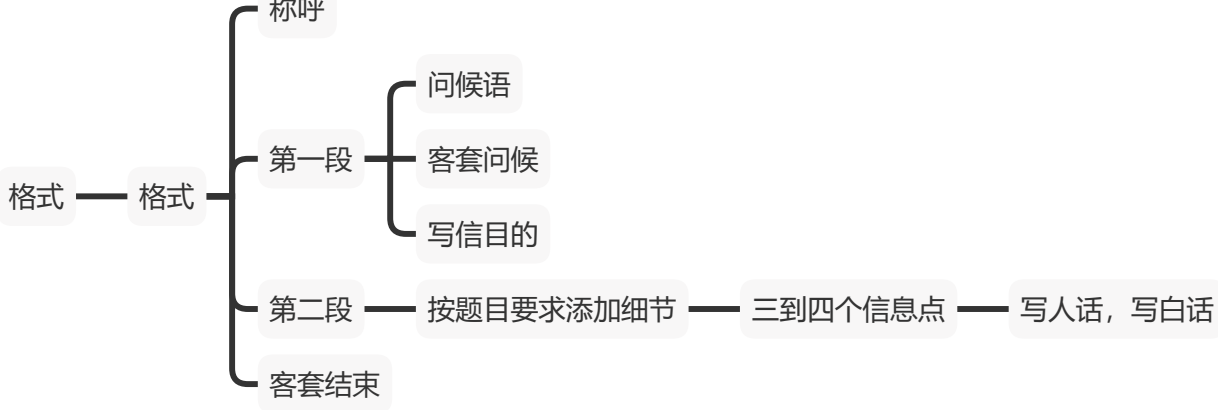


小作文

信件



5.52013.

Dear _____,

My name is _____, and I am _____. 信息点 1. I'm writing this letter on the behalf of _____ to _____. The followings are the details.

First thing I want to deliver is 信息点 2 _____. Please kindly be informed. Second matter concerned is _____ 信息点 3 _____. At last _____ 信息点 4 _____.

. Thank you for your time.

Sincerely yours,

_____.

模板

格式

What is the format of notice writing? - Quora

Notice Writing | Notice Writing Class 12, Format, Topics, Exam... successcds.net

Notice Writing for Class 9 ICSE Format, Examples, Topics, ... aplustopper.com

Two Weeks Notice Letter... resume genius.com

Notice writing format | how to write a notice | psstudycenter.com

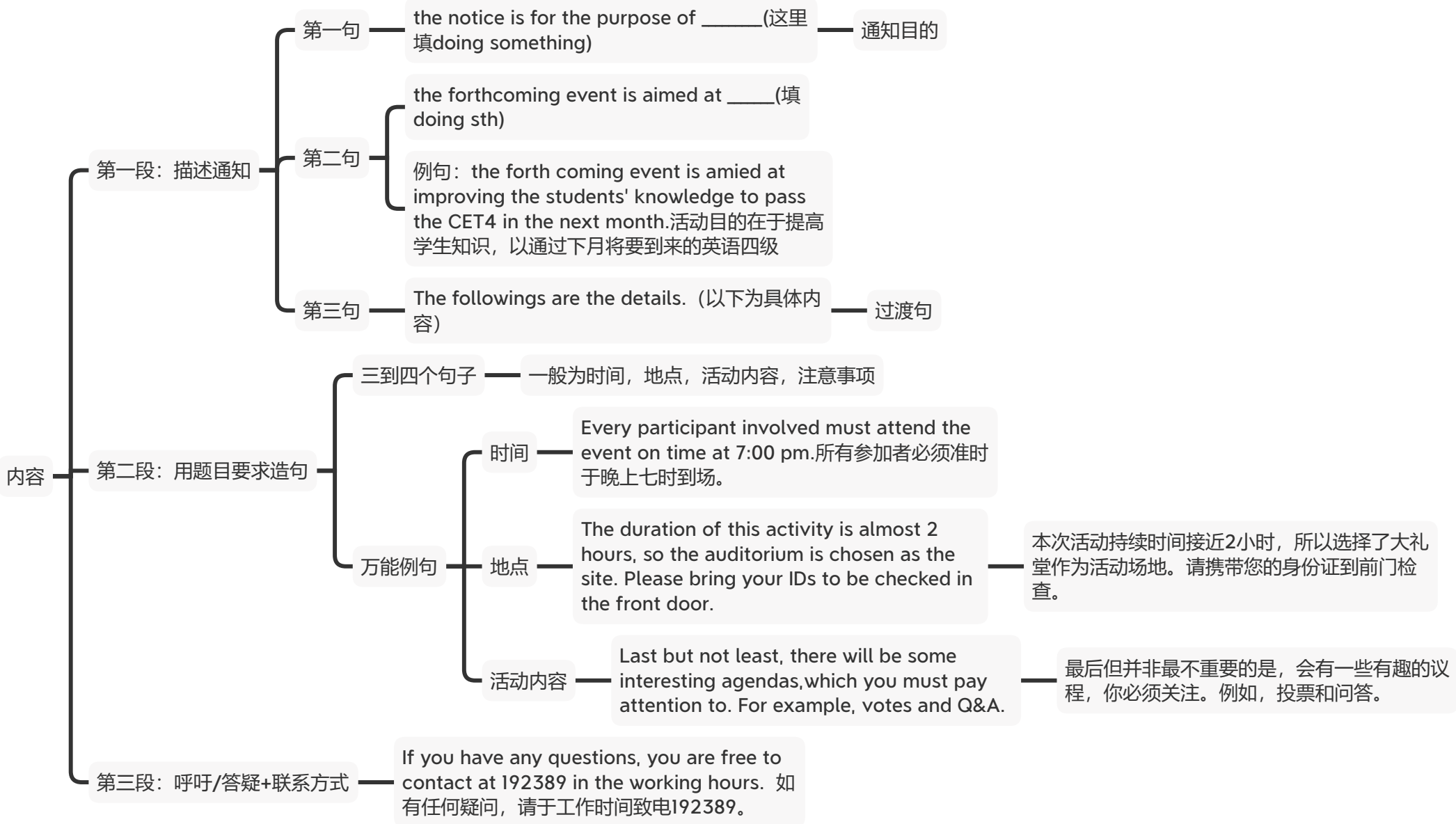
Notice居 中 日期左上角, 单位机构左下或右下

Free Termination Letter Template... vertex42.com

Letter of Notice | Business Letters | pinterest.com

Notice Writing Format CBSE Class 7 English Writing Skills... ncert-books.in

通知



Notice

September 11th

This notice is for the purpose of holding an Academic Lecture. (通知目的) This lecture **is aimed at** improving the students' knowledge to pass the CET4 in the next month. (活动目的) The following details can account for this event. (过渡句)

First and foremost, the lecture will begin at 7:00, Sunday, December 8th, 2019. All the students in our university must participate on time. It is related to your GPA's. Furthermore, there will be some useful knowledge to help you pass the exam. For example, the listening, writing and reading skills. Last but not least, this lecture will be held in the classroom 202. Please bring your notebook and your student IDs to be checked in the front door.

If you have any questions, you are free to contact at 192389 in the working hours.

Student Union

模板范文

备忘录

格式

Notice Writing

Points to Remember: 5 W's

- What is going to happen, - the event
- Where it will take place, - the venue
- When it will take place, - date & time
- Who can benefit from the information
- Whom to contact

子主题 1