**Thư yêu cầu**

* Thư viết với mục đích yêu cầu, đề nghị một vấn đề gì đó
* Thuộc loại thư formal

Cấu trúc:

1. **Greeting (lời chào)**
2. **Introduction (giới thiệu mục đích viết thư)**
3. **Body (nêu các yêu cầu)**
4. **Conclusion (cảm ơn về việc xử lý yêu cầu và mong yêu cầu sớm được xử lý )**
5. **Closing and signature ( kết thúc và ký tên)**

Một số cấu trúc thường dùng:

* **I would like to suggest that you should …….**
* **May I suggest that …………..**
* **On behalf of …., I suggest ………**
* **My suggestion is that …………………**
* **In my opinion, I would say that ……………….**
* **I propose they should …………………..**

Nêu lý do yêu cầu: Lý do tôi đề nghị như thế là bởi vì:

* **The reason for this request is that ………..**
* **The reason why I am asking for this is that ………..**

Request letter 1

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| --- |
| *The students of your class are going to celebrate the graduation. You want to book tables in restaurant and want to have some other entertainment activities.*  *Write a letter to the manager of the restaurant, asking him to arrange the party. Tell him about the number of people and other issues*  *You should write at least 120 words* |

*Dear Sir,*

*I am writing this letter to ask about arranging a party for the graduation on June 15.*

*We are students at Hanoi University. There are 30 students in our class and two teachers and we need a private room. On that day, we will have a graduation ceremony at the university in the morning. After that, we will have a party at your restaurant.*

*Firstly, we would like to have buffer lunch for the group and then we will take party in some activities such as singing songs, taking photos. Therefore, we would like to suggest that you prepare a small stage and some microphones.*

*Thank you for arranging the party for us. I hope that we will have a great time with you.*

*I look forward to hearing from you!*

*Yours faithfully,*

*Request letter 2*

|  |
| --- |
| *You have just started a course in a college which has no sports facilities Write a letter to the manager of the near sports club. In your letter*  *introduce yourself*  *say why you are interested in this sports club*  *ask some questions about the club e.g. facilities, members, costs*  *Begin as follows: Dear Sir or Madam,* |

*Dear Sir or Madam,*

*I am writing to ask for the information of your sports club.*

*I am a first year student at Western College. I have just discovered that my college does not provide any sports facilities. However, I found your club to be near and would like to request more information about it.*

*Firstly, I wonder if you could possibly give me a small overview of the available facilities. It would be interesting to know whether the club offers some sports classes and personal training sessions.*

*Secondly, I would be interested to know how big the gym area is and what types of equipment are available.*

*Lastly, I wonder what kind of membership the club offers. Do you have monthly or weekly based tickets available or do I need to sign up for a longer period?*

*I would appreciate it if you could send the details to my email.*

*I look forward to hearing from you!*

*Yours faithfully,*

*Jack Smith*

*(167 words)*

*Request letter 3*

|  |
| --- |
| *You received an email from your English friend, Jane. She asked you for some information about one of your friends. Read a part of her email below.*  *I’ve just got an email from your friend, An. She said she’s going to take a course in London this summer. She asked if she could stay with my family until she could find an apartment. Can you tell me a bit about her (things like personality, hobbies and interests, her current work or study if possible)? I want to see if she will fit in with my family. Write an email responding to Jane.* |

*Dear Jane,*

*It is (amazing/ interesting/ great) to get your email. How are you? I hope that everything is going well with you*

*Or: I’m sorry that I couldn’t respond to your email soon because of the different time zone. I’m surprised that An sent an email to you for your permission for a stay at your home. Surely, I’m glad to tell you a little about her./ I am glad to receive your email. So, I am writing to tell you some information about An.*

*An is a good girl. She is glad to make friends with everybody, especially with foreign friends. We have been together for 3 years. I can completely guarantee that she is a very honest person so you trust her.*

*She likes sports, such as swimming, jogging. Also, she can play the guitar and the piano. She also enjoys reading and she could spend all day reading a bunch of her favorite books. At present, she is doing a MBA ( Master of Business and Administration) course at National Economics University. (NEU)*

*As An’s friend, I hope that you will accept her wish. We will be glad to hear that.*

*I am looking forward to your early reply. / to hearing from you*

*Thanks and best regards, Thank you and all the best,*

**Cấu trúc bài viết thư yêu cầu:**

**1. Lời chào**: Dear Name/Mr. /Mrs. (*nếu biết rõ tên*) hoặc Dear Sir/Madam/Sir or Madam/Department (*nếu không có thông tin cụ thể*)

**2. Mở bài**: Giới thiệu mục đích viết thư

**I am writing this letter/ email to**…: *Tôi viết lá thư này là để…*

**I am writing this letter in regards to**…: *Tôi viết lá thư này liên quan tới…*

**3. Thân bài**: Nêu **lí do yêu cầu**

**The reason for this request is** that…:*Lí do cho yêu cầu này là…*

**The reason why I am asking for this is that**…: *Lí do mà tôi yêu cầu là vì…*

**4. Kết bài**: Nêu yêu cầu

**​I would like to suggest (that) you (should**)…: *Tôi muốn đề nghị rằng bạn nên…*

**Thank you in advance for your help**: *Cảm ơn bạn trước sự giúp đỡ của bạn.*

**I look forward to your early reply**: *Chúng tôi mong được trả lời của bạn.*

**Kết thúc**: **Yours faithfully**, **Yours sincerely,**  **Yours truly, Yours respectfully, ,**  **All the best, Best wishes, Best regards**