

第一部分 应用文最通用表达

一. 英语信件的客套用语

英语写信件的作文分为两种：一种是收到来信写回信；另一种则是直接写信。

1. 收到来信写回信的开头：

1) I' m too glad to receive your letter.

我很高兴收到你的来信。

2) I' m very pleased to hear from you.

收到你的来信我很高兴。

3) It has been a long time since I hear from you last time.

我已经很长时间没有收到你的来信了。

4) Haven' t seen you for ages. Glad to hear from you.

好久不见，很高兴收到你的来信。

5) I am sorry it has taken me a long time to reply to your last letter.

很抱歉，这么久才回你的上次来信。

6) sorry to reply to your letter so late.

抱歉这么晚才给你回信。

7) From your letter, I learned that...

从你的信中我得知...

8) Your letter reached/ came to me this morning/yesterday...

今天早上/昨天...我收到了你的来信。

9) There is nothing happier to me than to receive your letter.

再也没有比收到你的来信更开心的事情了。

10) I know you have trouble in...after reading your letter.

在读完你的信件之后，我知道你在...有困难。

11) I have received your letter saying you...

你的来信说道...

2. 直接写信的开头句：

1) Haven' t seen you for ages, I' m writing to you to...

好久不见，我写信是为了...

2) I' m writing to you on the purpose of...

我写信的目的是...

3) I want to give you some advice on...

我想给你一些关于...的建议。

3. 精彩的结尾句子：

1) I' m looking forward to your early reply.

期待你的回复。

2) Look forward to your reply with the least possible delay.

希望你在方便的时候及时回复。

3) Please remember me to your whole family.

请带我想你的家人问好。

4) Expecting to hear from you as soon as possible.

希望尽快收到你的回复。

二、如何写建议信的开头与结尾

1. 如何写建议信的开头

1) I am glad to receive your letter asking for...

很高兴收到你的来信询问...

2) It is my pleasure to give you some suggestions on...

很高兴给你一些关于...的建议。

2) With regard to the matter you mentioned in your letter, my suggestion is...

关于你在信件中所提到的问题，我的建议是...

3) Concerning your request, I would like to offer my advice.

鉴于你的请求，我想提出我的建议。

4) I' m writing to express my views concerning...

我写信时为了表达关于...的观点。

6) I feel it would be helpful/practical/appropriate if you...

如果你...我觉得非常有用/切合实际/合适。

7) I would very much like to advise you to ...

我非常想要建议你...

8) With regard to ..., I think you should...

关于...,我认为你应该...

9) I' m sorry to hear that you are having trouble/ difficulties in....Such problems are quite formal.Perhaps the following suggestions are helpful.

很遗憾听说你在...方面遇到了麻烦。这样的问题是很正常的。也许以下的建议慧有所

帮助。

10) You have asked me for my advice with regard to how to...and I would like to share my opinions.

你问我关于如何...的建议，我很乐意和你分享我的观点。

11) When it comes to..., maybe the following suggestions can help you.

当提到...,也许以下的建议能够帮到你。

12) As far as I' m concerned, it would be wise to take the following actions.

在我看来，采取如下行动是明智的。

13) Facing these problems, I'm seized with fear and anxiety and I hope that you will be kind enough to help me.

面对这些问题，我感到十分恐惧与焦虑，希望你能帮我。

2. 如何写建议信的结尾

1) I hope you will find these proposals/suggestions/recommendations practical/useful/helpful.

我希望这些建议是切合实际的/有用的/有帮助的。

2) I would be ready to discuss this matter with you in further details.

我准备将和你进一步讨论这个问题。

3) Please take my advice into account/ consideration and make a final decision.

请考虑我的建议并做出决定。

4) I would be more than glad if you can take my suggestions.

如果你能采取我的建议我将非常高兴。

5) I hold the firm belief that you will make great progress as long as you insist what I have told you.

我坚信，只要你按照我的建议坚持下去，你一定会取得巨大进步的。

6) I am looking forward to hearing good news from you.

期待听到你的好消息。

7) I believe you will take my advice into account/consideration seriously.

我相信你会认真考虑我的建议的。

8) If you have any question or requirement, please do not hesitate to tell me.

如果你有任何问题或者要求，请不要犹豫的告诉我。

9) If you have anything question, please feel free to contact me at any time.

如果你有任何问题，请随时联系我。

10) I'm sure that any advice will be a big help to me. Your kind early reply would be greatly appreciated.

我相信你的任何建议都会帮到我。如你能及时回复，我将感激不尽。

3. 高考真题回顾

2018 全国卷 I

假定你是李华，你的新西兰朋友 Terry 将去中国朋友家做客，发邮件向你询问有关习俗，请你回复邮件，内容包括：1.到达时间；2.合适的礼物；3.餐桌礼仪。

注意：1.词数 100 左右；2.可以适当增加细节，以使行文连贯。

【优秀满分范文】

Dear Terry,

How are you doing? In your last letter, you asked me about being a guest to a Chinese friend's home. Now, I am writing to inform you of some relevant details.

To begin with, according to our tradition, you are supposed to arrive early, so that you can help the family prepare the dinner, which is meaningful and interesting. Besides, you'd better bring some gifts, like a book or a Chinese knot. What's more, when you are enjoying the meal, you need to avoid making noises while chewing food.

Hopefully, these suggestions would be helpful for you. I have the confidence that you will have a great time.

Best wishes!

Yours,

Li Hua

三、如何写求助信的开头与结尾

1. 如何写求助信的开头

1) I am sorry to tell you that I have had trouble/difficulties with...

抱歉的告诉你，我最近遇到了...的麻烦。

2) I am sorry to bother/interrupt you, but I have something important to tell you.

很抱歉打扰你，但是我有些重要的事情要和你说。

3) I would be grateful if you could...

如果你...我将十分感激。

4) I' m writing to turn to you for help.

我写信时为了向你求助。

5) I' m writing this letter to ask you to do me a favor.

我写信是想请你帮我一个忙。

6) Now I wonder whether I could ask you a favor.

现在我想知道能否请你帮我一个忙。

7) I' m eager to get your timely help. My trouble is that...

我渴望得到你及时的帮助。我的问题是...

8) I have been troubled by the problem that...for a long time, so I' m writing to you hoping you can do me a favor.

...一直困扰我很长时间了，所以我写信希望你能帮助我。

9) What worries me most is that...,so I' m writing the letter to ask for your help.

最让我困扰的是...所以我写信向你寻求帮助。

10) I' m writing to you to ask whether you could do me a favor.

我写信是想问你能否帮助我。

11) I have some difficulty in doing...which bothers me a lot. So I have no choice but to turn to you for help.

我在...方面有困难，这很困扰我，所以我别无选择只能向您求助。

12) I wonder how to deal with the problem that..., so I' m eager to get your timely help.

我想知道如何处理这个问题，所以我渴望得你的帮助。

2. 如何写求助信的结尾

1) I would be very grateful if you could help me.

I would appreciate it if you could do me a favor.

如果你能帮我，我将不胜感激。

2) I' d appreciate it if you can take my request into account/ consideration.

如果你能考虑我的请求，我将不胜感激。

3) Look forward to your early reply, thank you for your help sincerely.

期待你的早日回复，真诚感谢你的帮助。

4) I firmly believe that I can get through all the hard time with the help of you. So

I' m so eager to get reply from you.

我坚信在你的帮助下，我一定能够度过所有困难，所以我是如此渴望收到你的回复。

5) Thank you for your busy schedule to read my letter . I would appreciate it if you give me some help.

感谢你繁忙之中读我的信。如果你能给我一些帮助我将不胜感激。

6) Faced with the above problem, I' m anxious to get your help.

面对以上困难，我急切希望得到你的帮助。

3. 高考真题回顾

2013 年全国大纲卷、新课标 II

假定你是李华，自制一些中国结 (Chinese knot)。给开网店的美国朋友 Tom 写封信，请他代卖，要点包括： 1.外观 (尺寸、颜色、材料) 2.象征意义 3.价格 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。

【优秀满分范文】

How are you? I wonder if you could sell some Chinese knots for me. I made them myself with red silk threads, cloth and other materials. They look really beautiful in the shape of a diamond, about 5 inches long and 4 inches wide. In china, these knots stand for friendship, love and good luck. People can either give them as gifts to friends or hang them in their houses. They are only 12.99 US dollars each. If anyone wants to know more about the knots, let them write to me. Also, do let me know if you need further information. Thank you!

四、如何写感谢信的开头和结尾

1. 如何写感谢信的开头

1) I am writing to convey my gratitude to you for...

我写信是为了表达对你的感激之情。

2) I would like to take the opportunity to express my appreciation for your timely help and assistance.

我想利用这个机会因为你的及时帮助表达我的感激之情。

3) Many thanks for all the things you have done in helping us to...

非常感谢你为帮助我们...所做的一切。

4) Words fail to convey my gratitude to you.

我对你的感激之情难以言表。

5) My true gratitude is beyond any words/description.

任何语言都不能表达我真挚的谢意。

6) On behalf of...I would like to extend my sincere gratitude to you for...

我仅代表...因为...表达我诚挚的谢意。

7) I really don't know how to express my gratitude for your help.

我真的不知道如何表达你对我的帮助的感激之情。

8) With deepest gratitude, I write to you here a few lines.

我写这几行字是为了表达我诚挚的谢意。

9) What you did gave us a deep impression and we hope to express our thanks to you.

你所做的给我们留下了深刻的印象，我希望向你表达我们的感谢。

10) I am writing to express my thanks to you for.... If it had not been for your help, I would have +V-ed

我写信时因为你的帮助而感谢你。如果没有你的帮助，我就会...

11) Thanks to your generous/ selfless/ kind help, without which I wouldn't have made such great progress.

感谢你慷慨/无私的帮助，没有你的帮助我就不会取得如此大的进步。

12) It was your generous help that enabled me to have a better understanding of...

是你慷慨的帮助让我对...有了更好的理解。

3. 如何写感谢信的结尾

1) I must thank you again for your generous help.

我必须再次因为你的慷慨相助而感谢你。

2) From what you did I learn that helping others is a traditional virtue, so I'll keep it up.

从你所做的事情中我学到帮助别人是一种美德，所以我也会将它传承下去。

3) Please accept my heartfelt appreciation again, I'm eagerly expecting our next meeting.

请再次接受我打心底的感谢，期待我们下次见面。

4) I am so proud of having such a generous friend as you, and I will always be there as long as you need.

很骄傲拥有你这样慷慨的朋友，只要你需要我也会一直在。

5) I wish there were a better word than "thanks" to express my appreciation for your generous help.

我希望能有比“谢谢”更好的词来表达我对你的感激之情。

6) It is your unreserved help that enables me to obtain this splendid opportunity of ...

是你毫无保留的帮助让我获得了这个极好的机会...

4. 感谢信满分作文

假设你是李华，梁教授去年六月推荐你去悉尼大学深造，现在你已经被悉尼大学化学学院录取，请写封信向梁教授表示感谢。

【优秀满分范文】

Dear Professor Liang,

I am writing to extend my gratitude to you. Because of your help , now I am a student of Chemistry Department of Sydney University.

Last June, when I applied to become a graduate student of Sydney University, you really gave me a lot of valuable help. You not only wrote a recommendation for me to Professor Wells who works in the Sydney University , but also gave me careful and patient instructions on how to fill the application forms and write the application letters.

It is your unreserved help that enables me to obtain this splendid opportunity of further education. For the following two years I will study hard to reciprocate your sincere help and expectations with excellent grades.

Yours truly,

Zhang Ying

五、如何写申请信的开头和结尾

1. 如何写申请信的开头

1) I am writing in response to your advertisement in...

看见你在...刊登的广告之后我写了这封信。

2) ...interests me, so I' m writing to apply for the position of...

我对...很感兴趣，所以我写信是为了申请...

3) I think I am the right person for the position you advertised, and my reasons are as follows.

我认为我适合你刊登的这个职位，我的原因如下。

4) I am glad that I am quite qualified for the job, so I am writing to apply for the vacancy of...

很高兴我认为我能胜任这份工作，所以我写信申请这个空位。

5) Seeing the advertisement, I am writing the letter to recommend myself as a qualified candidate for the job of...

看到广告之后，我写信毛遂自荐，认为自己是这份工作的合适人选。

6) I' m...(自我介绍), I' m interested in...

(自我介绍) ...我对... 很感兴趣。

7) I have read in the newspaper that a +职位 is wanted in your company, I believe I can be fit in it.

我从报纸上得知你们公司需要一个...，我相信我能够胜任这份工作。

8) I' m writing to tell you that I' m suitable for the job you are advertising.

我写信是想告诉您我很适合您招聘广告中的工作。

9) I' m writing this letter to inquire about the possibility of...

我写信是想询问一下能否...

2. 如何写申请信的结尾

1) Should you grant me a personal interview, I would be most grateful.

如果你能给我一次面试的机会，我将万分感谢。

2) Thanks for considering my application and I am looking forward to your early reply.

感谢你能考虑我的申请，期待你的回复。

3) Any favourable consideration of my application would be appreciate.

如果你能考虑我的申请，我将十分感激。

4) If you need to know any more about me, please contact me at...

如果想了解我的任何信息，请按照这个方式联系我。

5) I hope you will be kind enough to consider my application favorably.

我希望你能考虑我的申请。

6) I shall be much thankful if you will offer me a precious opportunity to an interview.

如果你能给我提供一个宝贵的面试机会，我将不胜感激。

3. 高考真题回顾

2019 全国 I 卷

假定你是李华，暑假在伦敦学习，得知当地美术馆要举办中国画展。请写一封信申请做志愿者，内容包括：1. 写信目的；2. 个人优势；3. 能做的事情。

注意：1. 词数 100 左右；2. 可以适当增加细节，以使行文连贯；3. 结束语已为你写好。

【优秀满分范文】

Dear Sir/Madam,

I'm Li Hua, an exchange student from China during this summer vacation. I'm delighted to learn that volunteer students are wanted for a Chinese painting exhibition to be held in the local art gallery. Now I'm writing to apply for the position.

The reasons for my application are as follows. First of all, having been exposed to foreign teachers since a young age, I can communicate freely with others in English. What's more, years of being monitor makes me a brilliant organizer, which will help a lot to keep the exhibition in order. The most important factor is that my related knowledge will undoubtedly help the audience learn more about the unique Chinese art form.

All in all, my sense of responsibility will make me a qualified volunteer. I'd appreciate it if you could take my application into consideration.

Yours,

Li Hua

六、如何写邀请信的开头和结尾

1、如何写邀请信的开头

1) I am writing to invite you to...

我写信是为了邀请你...

2) I wonder if you can come to ...

我在想你是否能来参加...

3) It is my pleasure/ honor for me to invite you to...

非常荣幸邀请你参加...

4) It is my honor to inform you that there is an/a...in +地点 on +日期 at +具体时间.

很荣幸的告知你在何时何地有一个...活动/会议。

5) I think it would be a great idea if you could participate in...

我想如果你能来参加...这将是不错的想法。

6) With ...approaching, our school will hold an activity to celebrate it, so I'm writing to invite you to join us.

随着...的到来，我们学校将举行一次活动以表庆祝，所以我写信是邀请你和我们一起来参加此次活动。

2、如何写邀请信的结尾

1) I am longing to see you soon.

我盼望你早点来。

2) I hope you will not decline my invitation.

我希望你不会拒绝我的邀请。

3) We would feel much honored if you could come.

如果你能来我们都将不胜荣幸。

4) If you have no other plans for this weekend night, will you do us the favor of going to the party.

如果你这个周末没有其他的安排，能否赏脸来我们的派对？

5) Would you please let know as soon as possible if you can accept my invitation?

如果你能接受我的邀请能否尽早让我知道？

6) Would you please drop me a line to let me know if you are free to come to...

你能否写信告知我是否有时间来...

7) Your participation can surely add color to our ... and we are all looking forward to your involvement.

你的参与一定能为我们的...活动增添色彩，我们所有人都期待你的参与。

8) I do hope you will accept our invitation if it is convenient to you.

我真的希望你能接受我们的邀请如果你方便的话。

9) We would be looking forward to your participation in the party.

我们期待你参加聚会。

4. 高考真题回顾

2017 全国卷 III

假定你是李华。你所在的校乒乓球队正在招收新队员。请给你的留学生朋友 Eric 写封邮件邀请他加入，内容包括：1.球队活动；2.报名方式及截止日期。

注意：1.词数 100 左右；2.可以适当增加细节，以使行文连贯。

【优秀满分范文】

Dear Eric,

I am Li Hua. Occasionally learning that you are addicted to table tennis, I am writing to sincerely invite you to join the table tennis team in our school aimed at developing our interests and improving our skills.

Considering the enormous benefits, which we can earn steadily from tennis practice, including preventing us from getting short-sighted and keeping physically healthy, we are lost in training course. Definitely, as for the activities, we will be honored to be given high-level training by a professional coach every Friday around

3-5 pm. Meanwhile, we will be divided into several groups to conduct competitions every two weeks.

If you are interested in what I have stated above, sign up on our school website before September 1st.

I' m looking forward to your reply even your appearance in our training center soon.

Yours,

Li Hua

七、如何写投诉信的开头和结尾

1. 如何写投诉信的开头

1) I' m writing to express my dissatisfaction about the coat which I bought last month in your store.

我写信向你投诉有关上个月我在你家店买的衣服的问题。

2) I am one of your customers. I' m writing to complain about one of your waiters' improper and rude behaviors.

我是你的一个顾客。我想投诉你店里一个服务员的不礼貌而且粗鲁的行为。

3) I am most reluctant to complain, but...

我最不想抱怨，但是...

4) I would like to draw your attention to the problem/ fault that...

我希望你能重视这个问题， ...

5) I wish to express my dissatisfaction/ disappointment about...

我想要表达我对...的不满。

6) I hate to bring this up, but it is hard for me to understand...

我不想提起这件事，但是我真的无法理解...

7) I am really annoyed about...

我真的对...感到很恼火。

8) I am sorry to trouble you but I am afraid I have to make a complaint about...

很抱歉打扰你，但是我不得不抱怨...

9) There are some problems with... that I wish to bring to your attention.

这有些关于...的问题，我希望引起你的重视。

10) To improve the situation/ To solve the problem, it is advisable for you to take the following suggestions.

为了解决这个问题/情况，我建议你采取以下措施。

2. 如何写投诉信的结尾

1) I sincerely hope that you will look into the matter seriously and proper measures should be taken to prevent such an incident happening again.

我真诚地希望你能认真调查这件事情，以及采取恰当的措施防止类似事件再次发生。

2) I would appreciate it very much if you could take measures to solve the problem as soon as possible.

你若能尽快采取措施处理这个问题，我将感激不尽。

3) I would like to have this matter settled by the end of this month.

我希望这个问题能在这个月底之前得以解决。

4) We trust that you will now consider this matter seriously and make an effort to prevent the recurrence of this kind.

我相信您能认真考虑这件事情，并且尽力阻止这类事情的发生。

5) Thank you for your time and kind consideration.

感谢你花时间考虑这件事情。

6) I hope you will give due attention to this matter.

我希望你能对此事予以适当的重视。

7) It would be highly appreciated if you could...

如果你能...我将不胜感激。

8) I could not be more satisfied if you can kindly...

如果你能和善地...我将十分满意。

9) I am really annoyed about it. I have great faith that you will take my complaints seriously.

我真的对这件事很恼火，我相信你一定能严肃处理的。

10) I do hope someone will take effective measures to deal with this matter.

我真诚的希望有人能采取有效的措施解决这个问题。

11) I sincerely hope you can better your service and that mistake won't arise again in the future.

我真诚的希望你能改进你们的服务并且此类错误将来不会再出现。

3. 投诉信满分作文

Dear Manager,

My name is Li Hua. I'm writing to complain about the bad service on one of your flights.

Yesterday, I took a plane to London and I have to say that I'm very unhappy about the line.

First of all, your airline lost one of my suitcases in which there is an important contract. Second, the plane was delayed for an hour. As a result, I was late for an important meeting. Third, the food on the plane was terrible. What's most unacceptable is that the air hostesses on the plane were quite unfriendly and impolite to me.

Frankly speaking, this is the worst experience I have ever had on the plane. I do hope you can help me find my suitcase and improve your service. Thank you very much.

Yours sincerely,

Li Hua