
英语 b 级写作范文英语 b 级考试作文万能句子

How is it going? 最近怎么样?

I am glad to receive your letter. 很高兴收到你的来信.

I am looking forward to receiving your letter. 我期待着你
的来信.

Wait for your good news 等待你的好消息

我希望不久能收到你方早日答复

致以最美好的祝福向你及你的家人

献上节日的问候与

衷心地祝你成功和幸福

正如硬币的正反面

As the toss,...

也有积极的一面和消极的一面

近来

的问题已经成为人们瞩目的焦点

The problem has bee the focus the attention of the

随着

的快速增长

在日常生活中已经变得越来越重要

因此,不难得出结论

综上所述,我们得出如下结论

这一难题,是任何人都不可能避免的,但只要处理得当,我们就会

This problem, is no one can be avoided, but if properly

总之, 全社会都应该密切关注, 只有这样我们才能

In short, the whole society should pay close attention

考虑到所有的因素, 我们意识到

关于

人们不同的观点, 一些人认为

People different points of view, some people think

英语三级作文模板

书信/e-mail 类八大模板 (你自己选择一个自己背下来就可以了)

1: 投诉信

Dear _____,

I am _____ (自我介绍). I feel bad to trouble you but I am afraid that I have to make a complaint about _____.

The reason for my dissatisfaction is _____ (总体介绍). In the first place, _____ (抱怨的第一个方面). In addition, _____ (抱怨的第二个方面). Under these circumstances, I find it _____ (感觉) _____ (抱怨的方面给你带来的后果).

I appreciate it very much if you could _____ (提出建议和请求), preferably _____ (进一步的要求), and I would like to have this matter settled by _____ (设定解决事情最后期限).

Thank you for your consideration and I will be looking forward to your reply.

Yours sincerely,

Li Ming

2: 询问信

Dear _____,

I am _____ (自我介绍). I am writing to see if it is possible for you to provide me with information regarding _____. (要询问的内容)

First of all, what are _____? (第一个问题)
Secondly, when will _____? (第二个问题) Thirdly, is _____? (第三个问题)

I would also like to inquire _____ (将最重要的问题单独成段). Could you be so kind as to send me some relevant booklets on the above-mentioned aspects?

Thank you for your kindness, and your prompt attention to this letter will be highly appreciated.

Yours sincerely,

Li Ming

3: 请求信

Dear _____,

I am writing to formally request to _____ (请求的内容)

The reason for _____ is that _____ (给出原因). I _____, so I _____ (给出细节)

I would also like to request _____ (提出进一步的要求). I am sorry for any inconvenience I have caused.

Thank you for your attention to these requests. If you have any questions, do not hesitate to contact me at _____ (电话号码). I look forward to a favorable reply.

Yours sincerely,

Li Ming

4: 道歉信

Dear _____,

I am truly sorry that _____ (道歉的原因).

The reason is that _ (介绍原因) Once again, I am sorry for any inconvenience caused. Hope you can accept my apologies and understand my situation.

Yours sincerely,

Li Ming

5: 感谢信

Dear _____,

I am writing to extend my sincere gratitude for _____
(感谢的原因). If it had not been for your assistance
in _____ (对方给你的具体帮助), I fear that I would
have been _____ (没有对方帮助时的后果).

Everyone agrees that it was you who _____ (给出细节). Again, I would like to express my warm thanks to you!
Please accept my gratitude.

Yours sincerely,

Li Ming

6: 建议信

Dear _____,

You have asked me for my advice with regard to _____,
and I will try to make some constructive suggestions here.

following actions: ____ (建议的内容)

I hope you will find these proposals useful, and I would be ready to discuss this matter with you to further details.

Good Luck with your ____ (祝愿)

Yours sincerely,

Li Ming

7: 求职信

Dear Sir or Madam,

I write this letter to apply for the position that you have advertised in ____ (报纸名称) of ____ (广告 ____).

Not only do I have the qualifications for this job, but I also have the right personality for a ____ (工作名称). In the

第一个原因). On the other hand, _____(另一个原因).

Should you grant me a personal interview, I would be most grateful. If you need to know more about me, please feel free to contact me at any time at _____(电话号码)

Thank you for considering my application, and I am looking forward to meeting you.

Yours sincerely,

Li Ming

8: 邀请信

Dear _____,

There will be a _____(内容) at/in _____(地点) on _____(时间). We would be honored to have you there with us.

以上内容仅为本文档的试下载部分，为可阅读页数的一半内容。如要下载或阅读全文，请访问：<https://d.book118.com/748061111106006116>