

文都 2020 考研英语考前小作文模板

感谢信

模板 1: (101 字)

Dear _____,

I should like this letter to be taken as an expression of my heartfelt gratitude to you and _____. If it had not been for your assistance in my _____, I fear that _____. During those days, you have given me generous help and continuous guidance by _____. I can recall the vivid image of your patience and unselfishness, which will be the precious memory in my whole life.

Thus, I do hope that I may repay your kindness in the future. Finally, I feel most obliged to thank you again. With my best wishes!

Yours sincerely,
Li Ming

模板 2: (97 字)

Dear _____,

On behalf of _____, I would like to extend our most sincere gratitude for _____. We appreciate greatly your aid in not only _____, but also _____.

There is no exaggeration to say that without your help, we could not **enjoy such a wonderful trip/arrive at such splendid achievements**, and we will never forget **your painstaking labor and full cooperation / warm hospitality**.

With this letter we would also like to formally invite you to _____, so that _____. We look forwards to hosting you _____. With best regards!

Yours sincerely,
Li Ming

申请信/求职信/请求信

模板 1: (99 字)

Dear Sir or Madam,

I would like to apply for _____, an opportunity that I have dreamed since _____.

I am a senior student majoring in _____ from _____ University. During my undergraduate study, I have demonstrated excellent academic ability, which is reflected in my grades and accomplishment. I have attached to this letter my resume, a complete transcript, and three recommendation letters.

I would greatly appreciate it if you could kindly consider my application. If you need more information, please feel free to contact me at your convenient time. Looking forwards to your reply with great gratification.

Yours sincerely,

Li Ming

模板 2: (104 字)

Dear _____:

I am a senior student in the Department of _____, University of _____. I learn that _____ has a good program in _____. Therefore, I would like to apply for a place at your _____.

My major interests are _____. Additionally, I have a good command of language which makes me competent to meet the possible challenge in your project. Finally, my excellent academic ability can be demonstrated in attached recommendation letters.

It would be great if you can mail me copies of the required application forms. Your assistance will be highly appreciated. I am looking forwards to hearing from you.

Yours Sincerely,

Li Ming

模板 3:

Dear _____,

I am a senior student in the Department of _____, University of _____. I'd like to ask if you can provide me with the information concerning _____.

The reasons for my urgent need of these message are as follows: 1) I need the data source to testify my argument of graduation thesis ; 2) The project of volunteer is expected to be implemented with the guidance of these messages ; 3) Our task to make the sound proposal for the charity programme demands the information of your resource. (三个万能理由, 为了学习, 为了志愿者项目, 为了慈善项目, 总有一款适合你!).

Therefore, I will be much grateful if you can help me. Don't hesitate to call me for any questions. Thank you for your time and patience, and I am looking forward to your reply as soon as possible.

Yours Sincerely,

Li Ming

模板 4:

Dear _____,

My name is _____, and I am _____. I have made up my mind to write to you in the hope that you can provide me with the information regarding _____.

At the present I am preparing / doing _____, and I am lack of the information of this field that is crucial for the work / project / program. Therefore, it would be of great help if you can offer me the precious knowledge concerning _____.

So, would you please write me back at your earliest convenience? I am waiting for your reply with full appreciation.

Yours Sincerely,

Li Ming

模板 5: (求职)

Dear _____,

I have learned from a job hunting website that there is a vacancy for _____, a position which I am interested in.

I am a senior student from _____ University, majoring in _____. Under the influence of the courses I have taken, I develop a special interest in _____. Moreover, I have gained abundant knowledge and experience in this field due to my internship at _____. It seems to me that all these have prepared me ideally for the role of _____ in such a company as yours.

My further information can be found in my attached resume. I am willing to attend for an interview at your convenience.

Yours sincerely,

Li Ming

再来两句很牛的结尾:

Your prompt attention would be highly appreciated, and thank you for your consideration.

I am expecting your reply with heartfelt appreciation.

投诉信

模板 1:

Dear Manager,

I am your regular customer, Li Ming, as you can find in your service system. Last week, I bought _____ at your store and I met some problems when I got it home. So, I am writing this complaint letter in order to get a satisfying solution.

For one thing, _____ (投诉内容 1). For another, _____ (投诉内容 2) You can feel how pity it is.

This is the first time that I meet such kind of annoying situation. Nevertheless, my previous shopping experience in your store makes me believe that you can offer me a proper and prompt solution. I trust your principle of putting customers' priority first. I am looking forward to your reply as soon as possible.

Yours Sincerely,

Li Ming

模板 2: (87 字)

To Whom It May Concern,

I am writing to complain about the poor service of your _____. I received when _____.

The reasons for my dissatisfaction lie upon three points as follows: 1) _____; 2) _____; 3) _____. Under these circumstances, I find it difficult to _____.

I am sure that you are able to thoroughly understand my discontent, which you are bound to replace with a satisfactory solution. I would be grateful if you could feed me back as soon as

possible.

Yours sincerely,
Li Ming

模板 3: (110 字)

Dear _____,

I am the customer of your store. I feel bad to trouble you but I am afraid that I have to make a complaint about the quality of_ (题干要求) _____.

The reason for my dissatisfaction is _____. In the first place, _____ (投诉的第一个方面). In addition, _____ (投诉的第二个方面). Under these circumstances, I find it (不满意的地方)

I appreciate it very much if you could _____, preferably _____ (进一步的要求), and I would like to have this matter settled by _____ (时间). Thank you for your consideration and I will be looking forward to your reply.

Yours sincerely,
Li Ming

邀请信

模板 1: (109 字)

Dear _____,

I am writing this letter to invite you to attend _____ which will be hold at _____ 地点 on _____ 日期 in order to _____. As you are a close friend of our family, my parents and I do hope you will join us and share our joy.

The occasion will start at _____ 具体时间, and activities include _____, and _____. In addition, there will be _____. Some common friends of ours will be invited to this occasion. I am sure you will not be boring and enjoy a good time.

My family would feel honored by your presence. With best regards!

Yours sincerely,
Li Ming

模板 2: (110 字)

Dear _____,

I am writing this letter to invite you to visit our university / my hometown for _____ on behalf of _____.

Firstly, you can visit the historic interests and beautiful natural scene with the guidance of our best professional tour guides. Secondly, we have arranged some traditional activities you can take part in by yourself to experience authentic local culture. Thirdly, it will be our great honor if you could deliver a speech on the topic of _____ during the visit. I am sure that it would be beneficial to _____.

We would appreciate it very much if you could accept our invitation. With best wishes!

Yours sincerely,

Li Ming

祝贺信

模板 1: (111 字)

Dear _____,

Congratulations on your _____. I believe you have received many letters like this recently. You deserve any praise because I know how hard you have been working for your goal.

Your family must be proud of you for your achievement, especially your father who has devoted almost all his time and enthusiasm to support your career. I understand for sure that it is your hard work / your excellent ability that leads you to the current success. This new position will bring new challenges to your life and need your confidence and perseverance. What's more, I do believe that _____.

Sincere congratulation to you again!

Yours sincerely,

Li Ming

模板 2:

Dear _____,

It is delightful for me to hear that _____. Please accept my sincere congratulations to your _____.

All these years, I have been watching your progress and improvement with great admiration, and I know more than anyone else how much effort and attention you have devoted. Now your accomplishments prove to everyone that you deserve anything you have earned. I am confident that in the future _____.

Sincere congratulation to you again! With best wishes!

Yours sincerely,

Li Ming

再来两句结束语

May all goes beautifully in your new post!

May all the years ahead fulfill your dreams!

建议信:

模板 1 (回信): (81)

Dear _____,

I am very glad to hear that you want to seek some suggestions about _____ in order to _____.

From my point of view, _____. Also, to you, I highly recommend that _____. On the one hand, _____. On the other hand, _____. Besides, it is unnecessary for you to _____. Consequently, I believe that _____.

I hope that my opinions are of help to you, and please feel free to contact me for more questions.

Yours sincerely,
Li Ming

模板 2 (去信) (115 字)

Dear _____,

I am writing to share/express my views/advice concerning _____. /In the first place, I would like to say thank you for your attention and efforts on trying to _____ for the betterment of _____. Meanwhile, I do think that there are a few aspects that can be attended to using different and more effective methods.

Firstly, it has been found that _____. Secondly, experience has testified to the power of in _____. Thirdly, the prevailing belief among experts in the field is that _____.

I am looking forward to your favorable consideration of my proposals. Thank you in advance for your time and attention. Wish you all the best.

Yours sincerely,
Li Ming

辞职信/道歉信

模板 1: (80 字)

Dear _____,

I am writing to inform you about the decision to resign from my current position. There are a few factors involved.

First and foremost, _____. Secondly, _____. Last but not last, _____.

I would like to take this opportunity to express my gratitude for the rewarding experience that I have enjoyed during my employment.

I sincerely wish you could approve of my resignation, and I apologize in advance for any inconvenience thus caused.

Yours Sincerely,
Li Ming

模板 2 (107 字)

Dear _____,

I am sure it will come as no surprise that I wish to resign my position as _____. Though I have enjoyed working with you and other colleagues in the company / organization, there are a few reasons that force me to give up my current work.

For one thing, _____. For another, _____. Moreover / Besides / In addition, _____.

I appreciate the plenty of help and encouragement from you constantly, and I am very sorry for any inconvenience thus caused. I promise that I will stay through the next month to help you find a replacement for my position.

Yours Sincerely,
Li Ming

模板 3: (82 字)

Dear _____,

I am writing this letter to apologize to you for my failure to _____.

The reason is that _____. I am sorry that I cannot finish _____ in time. Maybe, it is possible that I can make up the loss by _____. If so, I will put everything else aside to _____.

I would like to express my sincere sorry again for my fault. I do hope that you can understand my situation and accept my apology.

Yours sincerely,
Li Ming

模板 4: (112 字)

Dear _____,

I am terribly sorry to tell you that I am unable to _____. It is mainly because at that time I will be fully occupied by _____ which is quite out of my expectation, and that conflicts with your _____. I have tried my best to adjust my schedule to make my presence on your _____. But I fail to do so finally. I sincerely hope that you will enjoy a good time. By the way, can we have dinner together next week? I hope to see you soon.

I am really sorry again and I trust that you will understand my situation. With best regards!

Yours sincerely,
Li Ming

告示格式

Notice

正文

落款

万能结束套话:

By the way, as the New Year is quickly approaching, I take this opportunity to send my greetings and best wishes to you for 2020. I sincerely look forward to continued friendly ties with you. With best wishes!

At New Year and always, May peace and love fill your heart, beauty fill your world, and contentment and joy fill your days.

新年的祝福，平日的希冀，愿你心境祥和、充满爱意，愿你的世界全是美满，

Wishing you a sparkling, bright and happy New Year! May the season bring much pleasure to you!

