

转插本写作模板

辞职信

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.

Sincerely yours,
Li Ming

转插本写作模板

建议信
模板1:

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

转插本写作模板

模板2:

Dear ,

I am writing to express my views concerning . In the first place, I would like to say thank you for the help and everything else you have been offering to us. Meanwhile, I also want to make some advice to better .

Firstly, we have found that . Secondly, we want to . Finally, we hope that .

I am looking forwards to your consideration about my proposals. Thanks in advance for that.

Yours sincerely,
Li Ming

转插本写作模板

求职信 模板1:

To Whom It May Concern,

I have learnt from yesterday's newspaper that you are employing . I wish to be considered as an applicant for the position, and beg to state my qualifications as follows:

I am years old, a major student of University / College. During my academic years, I have shown excellent performance and have been awarded first-class scholarship each year. In addition to my educational background, I have the rich work experience in the fields of . Therefore, I believe I can be of value to your company.

Enclosed is my resume for your reference, and I shall be glad to call at your office if you desire an interview. Thank you.

Yours sincerely,
Li Ming

转插本写作模板

模板2:

Dear _____,

I learned from my university BBS that there is a vacancy for _____, a position which I am very 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 attained a fair 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.

For further information please refer to my attached resume. I should be please to attend for an interview at your convenience.

Yours sincerely,
Li Ming

转插本写作模板

询问信
模板1:

Dear _____,

I am writing to see if it is possible for you to provide some information regarding _____.

Currently, I am doing _____ / planning _____ / organizing _____, and am in urgent need of the following things. First of all, _____. Secondly, _____. Thirdly, _____.

I would also like to inquire if _____. If so, could you please _____.

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

Yours sincerely,
Li Ming

转插本写作模板

模板2:

Dear ,

I am , and I would like to have some information about .

At the present, I am doing and I intend to . Therefore, I should be very obliged if you would kindly furnish me with details concerning . Other than that, I also need .

I am expecting your reply with heartfelt appreciation.

Yours sincerely,
Li Ming

转插本写作模板

邀请信

Invitation

1. 提出邀请，诚挚邀请对方参加某一活动
2. 概括介绍活动的内容和安排，详细说明活动的时间和地点
3. 再次表示诚意

表示邀请的常用句式：

- 1) We would like to ask you to come ...
- 2) We would like to invite you to ...
- 3) I wonder if you'd like to come ...
- 4) We were wondering if you could come ...
- 5) Why don't you come ...?
- 6) We'd really like you to ...

转插本写作模板

邀请信
Invitation

接受邀请

接受邀请的常用句式:

- 1) **We are very delighted to accept ...**
- 2) **It is with great pleasure ...**
- 3) **We are sincerely happy to join you ...**

邀请信

Invitation

谢绝邀请

谢绝邀请的常用句式:

Formal

- 1) Thank you for your kind invitation, but ...
- 2) I regret that ...
- 3) I have a previous engagement. / I have a prior commitment.
- 4) Unfortunately, it is impossible for me to ...
- 5) I shall have to say no to your kind invitation ...

Informal

- 1) I am sorry but I can't come.
- 2) I am very sorry but I simply can't make it.
- 3) I am extremely sorry but I have to ...
- 4) I am very sorry to have to ...
- 5) I am sorry that I have other plans.

转插本写作模板

邀请信
Invitation

Mar. 26th

Dear David,

I am very appreciative of / grateful for your invitation, and I shall be very delighted to go boating with you this weekend. It would be a brief respite from study in this lovely season. You may be sure I will join you in front of the School Gate at 10 o'clock, this Saturday morning.

I'm looking forward to the pleasure of being with you.

Best regards,
Tiffany

转插本写作模板

邀请信
Invitation

Mar. 26th

Dear David,

Thank you for your kind invitation. I have intended to join you to go boating this weekend, but I regret to say that I can't because my grandmother has been sick for a long time. My parents are much occupied these days, so I have to take care of her during the weekend.

It is a pity that I miss the wonderful time with you. Wish you a nice weekend.

Best regards,
Tiffany

转插本写作模板

邀请信
Invitation

模板1:

Dear _____,

I will be holding _____ at _____ on _____ in order to _____. As you are a close friend of our family, my parents and I would very much like you to join us in _____ and share our joy.

The occasion will start at _____, and activities include _____, _____ and _____. In addition, there will be _____. I am sure you will enjoy a good time.

My family would feel honored by your presence.

Yours sincerely,
Li Ming

转插本写作模板

邀请信
Invitation

模板2:

Dear _____,

On behalf of _____, I would like to invite you to visit our university / my hometown for _____.

It would give us great pleasure if you could deliver a speech on the topic of _____ during the visit, because _____. I am sure that it would be immensely beneficial to _____ if _____.

During your stay in _____, we would like to offer you with _____, _____, which is free of charge, and _____.

We would appreciate it very much if you could accept our invitation.

Yours sincerely,
Li Ming

转插本写作模板

Dear [Mr. Harrison]:

Our new factory will be commencing production on [April 10] and we should like to invite [you and your wife] to be present at a celebration to mark the occasion.

As you will appreciate this is an important milestone for this organization, and is the result of continued demand for our products, both at home and overseas. We are inviting all those individuals and trust that you will pay us the compliments of accepting.

Please confirm that you will be able to attend by advising us of your time —— we can arrange for you to be met. All arrangements for your stay [overnight on April 10] will, of course, be made by us at our expense.

Yours faithfully,

亲爱的[哈里森先生]:

本公司新厂将于[4月10日]开始投产, 希望能邀请[贤伉俪]来参加新厂开工典礼。

如您所知, 新厂的设立是本公司的一个里程碑, 而这正是海内外对本公司产品不断需求的结果。我们邀请了所有对本公司的成功贡献一切力量的个人, 我们相信, 您一定会赏光。

如您确能参加, 请来函告知您抵达的时间 —— 以便我们为您安排会晤。当然, 所有安排您在[10日晚间]夜宿的费用, 皆将由公司代您支付。

谨上

转插本写作模板

建议信

建议信写作模板

Dear __,

You have asked me for my advice about __ (问题), and I will try to make some suggestions here.

In my opinion, you would be wise to take the following measures __ (建议的内容).

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

I'm looking forward to hearing from you soon.

Yours sincerely,
Li Ming

转插本写作模板

假定你是李明，你的澳大利亚朋友Steven向你咨询如何才能学好中文。请你根据下列要点给他写封建议信。

要点：

1.参加中文学习班 2.看中文书刊、电视 3.学唱中文歌曲 4.交中国朋友

Dear Steven,

I'm glad to receive your letter asking for my advice on how to learn Chinese well.

Here are a few suggestions. First, it is important to take a Chinese course, as you'll be able to learn from the teacher and practise with your fellow students. Then, it also helps to watch TV and read books, newspapers and magazines in Chinese whenever possible. Besides, it should be a good idea to learn and sing Chinese songs, because by doing so you'll learn and remember Chinese words more easily. You can also make more Chinese friends. They will tell you a lot about China and help you learn Chinese.

Try and write to me in Chinese next time.

I'm looking forward to hearing from you soon.

Yours,
Li Ming

转插本写作模板

建议信

假如你是李华，你的弟弟李雷刚升入初中。他很想学好英语，却不知如何入手，请你就下面表格中的相关内容给他写一封信，告诉他如何学好英语。

提示：掌握 master；提高 improve；养成...习惯 form the habit of...

Dear Li Lei,

It is nice to receive your letter. Here is my advice on how to learn English well. Try your best to learn the words and sentences from the texts by heart. It will help you form the habit of thinking in English. And it is important to master the grammar so that you can write English correctly. I also suggest that you should speak and listen as often as possible. It will be good for you to understand what you have learnt better and it's also a good way to improve your listening and speaking abilities. Besides, keeping a diary in English is helpful in improving your writing skills.

I'm looking forward to hearing from you soon.

Yours,
Li Hua

转插本写作模板

抱怨信模板

一、模板

<u>Date</u>	内容提示
<p>Dear _____,</p> <p>1.I am _____. 2. _____/ Here I am writing to you to call your attention to some problems about _____.</p> <p>3.For one thing/ First, _____.4.For another/ Second, _____.5.</p> <p>Besides/Third, _____. 6.In a word,there is much room for improvement and it is essential and urgent for you to take measures to _____.</p> <p>7._____. 8.So I do hope_____.</p> <p>9.Thank you for your time and kind consideration.</p> <p>Sincerely yours,</p> <p><u>Signature</u></p>	<p>1.交代写信人的身份</p> <p>2.引出抱怨的内容</p> <p>3.说明存在的问题一</p> <p>4.说明存在的问题二</p> <p>5.说明存在的问题三</p> <p>6.总结抱怨并强调该解决问题的必要性、紧迫性</p> <p>7.说明解决该问题的意义 8.表达愿望</p> <p>9.结束语</p>

转插本写作模板

拒绝信模版 一、模版

模版	内容提示
<p style="text-align: right;"><u>Date</u></p> <p>Dear____,</p> <p>1Thank you very much for _____. 2I'd like to accept _____, but I have to say sorry to you that I can't.</p> <p>3I _____ decline _____ your_____ because _____.</p> <p>4Besides/What's more ,_____.5On account of the mentioned above ,I believe you can understand why it is not possible for me to _____.6I do hope this doesn't cause you too much inconvenience.</p> <p>7If possible .I wonder if I_____. 8And I do wish_____.</p> <p style="text-align: right;">Sincerely yours, <u>Signature</u></p>	<p>1表示感谢，引出拒绝</p> <p>2委婉地表示拒绝</p> <p>3陈述拒绝的原因一</p> <p>4陈述拒绝的原因二</p> <p>5总结原因，正式表示拒绝</p> <p>6希望自己的行为没有给对方带来不便</p> <p>7提出补救措施</p> <p>8向对方表示祝愿</p>

转插本写作模板

Lost & Found

1. 丢了 / 找到什么物品
2. 对物品的简单描述 (包括丢失 / 寻回的时间、地点)
3. 联系方式

失物 / 寻物启事常用句式:

- 1) It is really my fault that I left ... in (place) (time), in which ...
- 2) Will the finder please send it to me or contact me? I need it urgently.
- 3) I happened to find ... with ... in it in (place) (time)
- 4) The loser is expected to come to (place) to claim it.
- 5) Profound thanks from ...

转插本写作模板

Sample 10 Note Writing

You happen to find a wallet containing 800 yuan in the university library. The address of the owner is in the wallet, too. Write to the owner, suggesting ways to return it to him.

Dear Jack,

I happened to find a black wallet on the third floor in the library when I studied there last night, about 9 o'clock. There was 800 yuan, together with your student ID card in it. I guess you must be very anxious about your losing the wallet. Please come to Room 607, Dormitory Building 3 to claim it. My phone number is 1380282****.

Yours truly,
Tiffany

转插本写作模板

Lost

It is really my fault that I lost my wallet in the university library last night, in which there is 800 RMB and a student ID card. Will the finder please send it to me or contact me. I need it urgently.

Add: Room 302, Dorm Building 6

Tel: 2714123

Profound thanks from,

Loser, Tiffany

转插本写作模板

Found

I happened to find a black wallet on the third floor in the library last night. There is 800 RMB, together with a student ID card in it. The loser is expected to come to Room 607, Dormitory Building 3 to claim it. My phone number is 1380282****.

Finder, Tiffany