

感谢信（一）

Dear（亲爱的）_____，

I am writing to express my sincere gratitude for_____(感谢的原因).

Everyone agrees that it was you who_____ (给出细节).If it had not been for your assistance in _____ (对方给予的具体帮助),I fear that I would have been_____(没有对方帮助的后果).

Again, I would like to express my warm thanks to you! Please accept my gratitude.

Yours sincerely,

Li Hua

邀请信（二）

Dear（亲爱的）_____，

I'm_____. We/ I'd like to invite you to_____(邀请目的).We're going to have_____(活动名称).We'll gather at_____(地点) at_____(时间).And it's going to last about. I know you are (_____(邀请原因)),and I,on behalf of _____,sincerely invite you to_____(活动内容). It'll be nice to_____.

I'm sure you'll have a good time. Will you be available during this time? Please contact me at _____ at your earliest convenience.Looking forward to your coming/participation.

Yours sincerely,

Li Hua

书信作文（三）

Dear（亲爱的）_____，

I am extremely pleased to hear from you. And I would like to write a letter to tell you that_____.我非常高兴收到你的来信。我想写封信告诉你。

I will greatly appreciate a response from you at your earliest convenience/I am looking forward to your replies at your earliest convenience.如果您能尽早回复，我将不胜感激。

Best regards for your health and success.祝你健康和成功。

Yours sincerely,

Li Hua

道歉信（四）

Dear（亲爱的）_____，

I am very sorry that_____(道歉原因)/ It is a pity that_____(道歉原因). I am writing this letter to show my deep regret.

I do hope you can understand me and excuse me for. I will be very grateful if you are kind to listen to my detailed explanation.

The reason for is/was that_____(事件的起因). Therefore, _____(事件的结果). Would you please accept my apology and understand my situation? I would appreciate your allowing me to _____(补救措施). Once again, I am sorry for any inconvenience I have caused.

Yours sincerely,

Li Hua

建议信（五）

Dear（亲爱的）_____，

I am very pleased to know that_____（写信原因). In my opinion,_____(建议内容). On the one hand,_____(理由一). On the other hand,_____(理由二).

As to _____ I suggest _____（建议一). If_____you will_____(解释原因). It is necessary for you to_____(建议二). In addition,_____(建议三). I am sure_____.

Please inform me if there is any thing I can do for you. I am looking forward to_____(愿望).

Yours sincerely,

Li Hua

祝贺信（六）

Dear（亲爱的）_____，

I am delighted to learn that _____(某消息). This happy event in your life prompts me to reply at once and, in my own peculiar way, to express my hearty congratulations and good wishes. It is really good news to_____. And I feel very happy for you.

You are really_____(评价)/ You must be/have been very_____(评价). I know this is_____. It is _____ you richly deserve.

With your_____, I am sure that you will_____. I hope_____(愿望). Again, please accept my sincere congratulations. Best wishes to you!

Yours sincerely,

Li Hua

投诉信（七）

(To whom it may concern)

I am _____(表明身份). Here I am writing to you to call your attention to some problems about _____(具体事件).

For one thing, _____(具体问题一). For another, _____(具体问题二). Besides, _____(具体问题三), _____(事情的重要性). So it is urgent to take measures to _____(解决的问题).

I do hope _____(愿望).

Thank you very much.

Yours sincerely,

Li Hua

求助信（八）

Dear (亲爱的) _____ ,

I'm _____(自我介绍). I am writing to turn to you for help.

At first, although I still can't _____(困难一). Besides, I have some difficulty in _____(困难二). Would you be so kind to _____(请求对方帮助)?

I would be grateful if you could help me overcome these difficulties.

Looking forward to your early reply.

Yours sincerely,

Li Hua