



## 1. 一般开头

How is everything going with you? I am writing to extend my heart-felt thanks to you for ...(感谢)

Thank you for your letter of February 8 informing me that I have been accepted by your college. But I must apologize to you for... (道歉)

I am writing to inform you that ... (通知)

I am writing to seek your assistance in... to request to(请求)

I am writing to express my views on ... (建议)

I am writing in response to your... (回应)

I am writing to apply for the scholarship that your department offers to students from other countries. (申请)

I am writing to see if it is possible for you to provide me with information regarding...(咨询)

I am writing to express my disappointment/dissatisfaction about ... to complain about ...(抱怨)

I am writing to lodge a claim for the suitcase I lost on my journey to ... (挂失)

I have learned from...that you are looking for .... And I am writing to recommend ...for the post.(推荐)

补充句型: I am writing this letter for the purpose of doing sth. (较为正式)

## 2. 表达感谢的句型

I am most grateful to you for your...

I am writing this letter to express my sincere gratitude for...



I would like to convey in this letter my heartfelt thanks for...

I feel greatly indebted to you for ....

I am writing to tell you how greatly I appreciate all you have done for me.

But for your kind assistance, I would have ...

I must thank you again for your generous help.

My thanks to you for your generous help are beyond words.

Please accept my deepest gratitude.

### **3. 表达道歉的句型**

I feel really sorry to you for ...

I must apologize to you for...

I would like to express my deepest apology/regret for not being able to ...

Had I ..., I would have...

I want you to know how badly I feel about...

### **4. 一般结尾**

Looking forward to your reply.

Any favorable consideration on my application/requests will be highly appreciated.

I am looking forward to your favorable reply at your earliest convenience