

第一部分 应用文模板

1. 介绍信

Dear _____,

The bearer of this letter, Ms. / Mr. (姓名), is (relation, 与自己的关系), / I am writing to introduce Ms. / Mr. (姓名) who is going to (地点) / has been assigned to (新职位或任务) at (place 地点).

Ms. / Mr. (姓名) is presently working for (company 单位) / graduated from (school 毕业院校). She / He is (comment 评价).

Since this will be her / his first time there, she / he will possibly (可能遇到的问题或需要的帮助可能遇到的问题或需要的帮助). Any assistance you may show her / him concerning (帮助、关照的方面帮助、关照的方面) will be esteemed as a great favor forme. Thank you

Yours sincerely

Li Ming

2. 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) to (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设定解决事情最后期限).

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

Yours sincerely,

LiMing

3. 推荐信

Dear _____,

I take great pleasure in recommending (姓名), one of my (学生 / 员工) for admission into (学校) / as a candidate for the vacancy in (新单位).

Ms. / Mr.(姓名) was admitted in (年代) / joined our company in (年代).She /He impressed me (起始时间/事件).

In my experience with her / him,I was impressed with not only her / his (优秀特质优秀特质 1) but also (优秀特质 2).

I am sure that Ms. / Mr.(姓名) will be outstanding (身份) in (项目/单位).I would like to support her / him firmly in her / his quest for recommendation./I would greatly appreciate it if you decide to accept her / him as she / he wishes.

Yours sincerely,

LiMing

4. 祝贺信

Dear _____,

Here you are graduating from (学校)/The word that (好消息)made my day /It's great that (庆贺事宜) .Congratulations [on (庆贺事宜) and good luck to you (所祝福的事件)]!

This is a notable day in your life and for (其他相关人士).It's a time for rejoicing and I rejoice with you on this happy occasion.

I wish you well / success / all the best in (祝福的事件 1) and (祝福的事件 2).

Yours sincerely,

LiMing

5. 求助信

Dear Sir or Madam /To whom it may concern,

(以下开头两句选一句)

I am writing this letter to you in hopes that you can help me.As I am planning to (计划要做的事), I have decided to (已经决定做的事).Would you be so kind as to furnish me with some related information?

I would be grateful if you could be so kind as to provide me with

certain essential information regarding the following aspects.

First of all,(信息 1)

Secondly,(信息 2)

Thirdly / Lastly,(信息 3)

(以下结尾三句选一句)

I shall be very grateful if you could kindly take into consideration my request and grant me a favorable reply at your earliest convenience.

My appreciation to you for your generous help is beyond word.I would appreciate it if you could contact me as soon as possible.

Any information you can provide would be greatly appreciated.Please accept my most cordial thanks for your timely assistance,which I will never forget.

Yours sincerely,

LiMing

6.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 (广告发布事件)

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

LiMing

7. 邀请信

Dear _____,

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

The occasion will start at (具体时间).This will be followed by a (进一步的安排进一步的安排).At around (时间), (另一个安排) .

I really hope you can make it.RSVP before(通知你的最后期限)

Yours sincerely,

LiMing

8. 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

LiMing

9. 求学信

Dear Sir or Madam,

I am a Chinese student who wishes to study at your prestigious university.My plan is to start my course next term,and I would be grateful if you would be kind enough to provide me with certain essential information.

First,what qualifications do I need to follow a course of study at yours university?I already have a (学位)from (大学), but I wonder if there are any further academic requirements.Second,how much are the tuition fees?(打算自费, 询问奖学金情况打算自费, 询问奖学金情况).Third,what is the situation ad regards accommodation?

I look forward to your reply,and to attend your esteemed institution.

Yours sincerely

LiMing

10.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

LiMing

11. 道歉信

Dear _____,

I am excessively sorry to say/tell you that_____.(直接表达自己不能实现先前的愿望或约定直接表达自己不能实现先前的愿望或约定)Now,I am writing you this letter of apology to show my deep regret _____.(表达歉意) Please accept my sincere apology _____.(诚恳希望对方能接受道歉诚恳希望对方能接受道歉)I fear you are displeased at _____ (表达出自己的心情, 并请求对方原谅) .I hope you will understand me and excuse me for _____ (总结出自己道歉

的原因总结出自己道歉的原因)Therefore it's not in my power to _____.(希望下次再次实现愿望希望下次再次实现愿望)

Naturally,I want to suggest _____.I shall be obliged if you will kindly write and tell me when and where you _____.We may meet again and I hope to See you soon.(约定下次约会的时间地点).

Yours sincerely

LiMing

12. 备忘录

TO:_____

FROM:_____

DATE:_____

SUBJECT:_____

I would like to draw your attention to (问题/主题).Since (问题)/We have (已完成的工作)/We are (将进行的工作).If (建议 ①及可能的效果).If (设想), please(解决方案/建议 2).Please(安排).

13.报告

Title

Reporter and Date

On(日期), survey was conducted among (调查对象).The purpose of

the survey was to(目的).

The survey was conducted by means of (方法).It was concerned with (调查主题).

From the table of data,The most significant items areas follows:(发现).

If any conclusions may be drawn from the data,they are,perhaps,as follows:(结论).

其他作文模板，主页妞努力收集，连载中。。。。。。。

以后有不错的考研资料、经验我都会发一份在这个微博：

新浪微博 [@考研新视界](#) 上，都是考研好文，请大家关注

地址 <http://weibo.com/3176445463/profile?topnav=1&wvr=5>

（按 Ctrl 单击地址）

这是一个有爱的微博，大家请疼她 O(≥V≤)O~~~

企业微博大家懂得，没有犀利气质啊，想在上面骂醒那些不认真学习的熊孩子，都开不了口，so，就有了这个微博