

考研：考研英语作文常考模板结构（二）PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/110/2021_2022__E8_80_83_E7_A0_94_EF_BC_9A_E8_c73_110774.htm 书信类八大模板来源

：考试大 1：投诉信来源：考试大 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). 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), and I would like to have this matter

settled by _____ (设定解决事情最后期限). Thank you for your

consideration and I will be looking forward to your reply. Yours

sincerely来源：考试大 Li Ming 2：询问信 Dear _____, I am

_____ (自我介绍). I am writing to see if it

is possible for you to provide me with information

regarding _____. (要询问的内容) First of all, what are

_____?(第一个问题) Secondly,

when will _____?(第二个问题)

Thirdly, is _____?(第三个问题) I would also like to

inquire _____ (将最重要的问题单独成段).

Could you be so kind as to send me some relevant

booklets on the above-mentioned aspects? Thank you for your kindness, and your prompt attention to this letter will be highly appreciated. Yours sincerely Li Ming 3 : 请求信来源 : 考试大

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 Li Ming 4

: 道歉信来源 : 考试大 Dear _____, I am truly sorry that _____ (道歉的原因). The reason is that _____ (介绍原因)

Once again, I am sorry for any inconvenience caused. Hope you can accept my apologies and understand my situation. Yours sincerely Li Ming 100Test 下载频道开通 , 各类考试题目直接下载。详细请访问 www.100test.com