

PETS三级写作指导：英语应用文的常用句型 PDF转换可能丢失图片或格式，建议阅读原文

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- 一、邀请信
- 1、I'd like ...to come to dinner 非常希望...共进晚餐
  - 2、request the pleasure of 恭请...
  - 3、The favor of a reply is requested 敬赐复函
  - 4、May I have the honour of your company at dinner? 敬备菲酌，恭请光临
  - 5、Thank you for inviting us to dinner 谢谢您邀请我们共进晚餐
  - 6、I hope you're not too busy to come. 我期望您会在百忙中光临
  - 7、The reception will be held in ...,on ... 招待会定于...在...举行
  - 8、We sincerely hope you can attend 我们期待您的光临
  - 9、We are looking forward to ... 我们期待着....
  - 10、We have decided to have a party in honor of the occasion 为此我们决定举办一次晚会
  - 11、Please confirm your participation at your earliest convenience 是否参加，请早日告之
- 二、感谢信
- 1、Thank you very much for .... 十分感谢...
  - 2、Many thanks for your ... 非常感谢您...
  - 3、Please accept my sincere appreciation for ... 请接受我对...真挚的感谢
  - 4、I am truly grateful to you for ... 为了...，我真心感激您
  - 5、It was good (thoughtful) of you ... 承蒙好意（关心）... 6
  - 6、You were so kind to send ... 承蒙好意送来...
  - 7、Thank you again for your wonderful hospitality and I am looking forward to seeing you soon. 再次感谢您的盛情款待，并期待不久见到您
  - 8、I find an ordinary "thank-you" entirely inadequate to tell you how much... 我觉得一般的感谢的字眼完全不足以表达我对您多么地...
  - 9、I sincerely appreciate ... 我衷心地感谢...
  - 10、I wish to express my profound appreciation for ... 我对..深表谢意
  - 11

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