

英语应用文的常用句型和常用句子 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 honor 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 来源：考试大
 - 6、 I hope you're not too busy to come. 我期望您会在百忙中光临 来源：考试大
 - 7、 The reception will be held in ...,on ... 招待会定于...在...举行
 - 8、 We sincerely/faithfully 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...来源：考试大
 - 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
 - 、 You were so kind to send ... 承蒙好意送来...来源：考试大
 - 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 来源：考试大
 - 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... 来源：考试大
 - 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、 Many thanks for your generous cooperation 谢谢贵方的真诚合作 常用句子： 1. I shall feel obliged if you will favor me with a call at your earliest convenience.如您方便，请早日来电，我将不胜感激。 来源：考试大2.Delighted! Will call at 2 p.m. tomorrow.来条收悉，定于明天下午两点拜访。 3.Encl.: Doctors Certificate of Advice. 剑灰缴。 I shall be very happy to call at your house at 6:30 this evening. Until then,...我定于今晚6：30去你家，望等候。 Enclosure 4.Upon receiving this note, please come to my office.见条后，请立即来我办公室。 5.Mr. Li stands in urgent need of your service.李先生急需你的帮助。 6.I happen to be in urgent need of 200 yuan.我因有急事，需要200元。 来源：考试大7.Your note with an admission ticket enclosed is much appreciated.留言和一张入场券均已收到，不胜感激。 来源：考试大8.Im very grateful to you for your kind invitation, and Im sure to come to see your concert.承蒙邀请观看你们的音乐会，我一定按时到场。 来源：考试大9.Please accept this little gift as a small token of my esteem for you.奉上这小小的礼物，以表达我对您的崇高敬意。 Token=symbol 10.结束语I trust my absence will not cause you any serious inconvenience.望我的缺席不会给你带来太大的不便。 11.Please favor me with an early reply.敬请早复。 12.Hoping that the matter will be dealt with as soon as possible.希望能及早处理此事。 13.Please give an extension of leave for three days.请准予续假三天为盼 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