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信函的特点：1）头和封内地址每逢换行时，下一行要比上一行往右缩进23个字母的位置；2）期放在信纸的右上端，签名放在中间偏右下方；3）每一段的第一行都从左边空白边缘往右缩进35个字母的位置；4）段落之间要空12行。信1

Messrs. William & Sons 58 Lancastor House Manchester, England March 20, 1999 Our ref. No. Your ref. No. The National Transport Co. 120 Broadway Street Rangoon, Burma Dear Sirs, Re: Lab Instruments

来源：考试大 Your firm has been recommended to us by Messrs. Charles Evans Ltd., Birmingham, with whom we have done some business for the past two years. We are thinking of getting a supply of instruments. Please furnish us with a catalogue, price list and brochure, if available. We are looking forward to your early reply. Yours faithfully,（二）齐头式或平头式(Block style)

齐头式信函的特点：每一行，包括日期和签名等都从左边开始，每行取齐，成一垂直线。信2 EL Mar Trading Company

来源：考试大 16 Main Street Fresno, California U.S.A Tel:123456 Cable Address: ELMAR FRESNO 8 January, 1999 Gentlemen, We thank you for your letter of January 1. As requested, we enclose the catalogues for your reference. We would be very glad to offer any further assistance. Please contact us if you need any additional information.来源：www.examda.com Yours sincerely Encl. : as

stated（三）混合式 (Semiblock style with indented paragraphs)

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2) 除信头和日期外, 其他部分采用齐头式。 信3

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Attorney来源: www.examda.com AAA Company 123 Main Street
Centerville, IL666 U. S. A. April 21, 1999 President, Billboard Inc.
999 Broadway Metropolis, NY2222来源: www.examda.com

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account shows that some time has passed since you last made
payment to us. If there is some difficulty you are facing that is causing
this, we would like the opportunity of working matters out with you.
If there is the result of oversight, we would appreciate early
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