

考研英语常用应用文模版2：感谢信 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/217/2021\\_2022\\_\\_E8\\_80\\_83\\_E7\\_A0\\_94\\_E8\\_8B\\_B1\\_E8\\_c73\\_217603.htm](https://www.100test.com/kao_ti2020/217/2021_2022__E8_80_83_E7_A0_94_E8_8B_B1_E8_c73_217603.htm) Unit 3 感谢信 感谢信的篇幅可长可短，但应该写得认真而热切，写出真实的感情。

写信时应注意以下几点：1. 在对馈赠礼物的感谢信中，要提到具体的礼物，不要写“Thanks for the beautiful gift”。而应写成“Thanks for the beautiful watch”。同时将礼物是何等的适宜与精美等加以赞赏，以显示出送礼物人独具慧眼。这样会使送礼人感到高兴。2. 在英美国家，礼物常附有一张写着送礼人姓名的卡片。

1. 感谢帮助 A note of thanks for one's help  
Dear [William]: Thank you very much for your kind letter of [October 15, 2004], concerning [my pro-ject]. It was good of you to come to my assistance, and I appreciate your generosity. Your aid will be invaluable in helping me accomplish my objectives. If I can reciprocate at any time, please be sure to call on me. Thanks again for your courtesy.  
Cordially, 亲爱的[威廉]：感谢您[2004年10月15日]就[我研究项目]的来信。您的慷慨令我感到钦佩，而且您的帮助将为我达到我的目标，起到不可估量的作用。如果将来我能为您做些什么，请直言。再次感谢您的好意。

2. 感谢别人的祝贺 A note of thanks for one's compliment  
Dear [Miss Allen]: Thank you very much for your kind letter of [April 14, 2004], concerning [our service]. It is constantly gratifying to receive a complimentary letter like yours, which indicates that our efforts to serve you are appreciated. You may be sure that our department will receive appropriate recognition for a job well done. Thank you again

for your courtesy. Cordially, 亲爱的[艾伦小姐]：感谢您的[2004年4月4日]就[我们服务]的来信。接到您的赞美来信，我们不胜感谢，这说明我们为您[提供的服务]达到了您的满意。可以相信，我们会对[下属]部门的优质服务给予适当的奖励。再次感谢您的好意。您的真诚的

### 3. 感谢别人的指教 A note of thanks for one ' s guidance

Dear [Professor Jackson]: It is just [two months] since I consulted with you about [choosing my job] and I want to assure you that I appreciate your help. Your advice has been invaluable, and I have followed the course you recommended, with gratifying results. [I took the job], and consider it the wisest step I could have taken. I would like to express my gratitude, along with my very best wishes.

Cordially, 亲爱的[杰克逊教授]：自从上次向您请教[工作选择问题]至今已两个月了，非常感谢您的指教。您提的建议十分宝贵，我按照您说的做了以后，收效甚佳。[我选择了那份工作]，并认为这是我所能作出的最明智的选择。我愿在此向您表示感谢，并献上良好的祝愿。

### 4. 感谢别人的招待并送礼物 A letter of thanks for one ' s hospitality and sending a gift

Dear [Lora]: Please accept my thanks for the very pleasant time I spent on Tuesday evening at your office. I very much appreciated your hospitality and also thoroughly enjoyed the three very interesting colorful films which were shown to us. Now I would like to express my thanks for your warm hospitality with [a little gift] that you will shortly receive.

Cordially, [Susan] 亲爱的[洛拉]：星期二，我在你处度过了一个愉快的夜晚，请接受我的谢意。我非常感谢你的款待，也非常欣赏你们为我们放映的三部丰富多彩的电影。现在我愿奉送[一件小小的礼物]以示敬意，

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