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Unit 12介绍信社交、亲友这间的相互介绍，常用介绍信联系。收信人从介绍信中了解到来者是什么人，要办什么事，有什么具体要求等。写这类书要注意慎重、谦恭。在信封左下角常写有To introduce .....或Introducing.....,信封一般不封。

1. 介绍中学同学 Introducing a middle school classmate

Dear [Mr. Chang].The bearer, [Ms Huan], is a classmate of mine at middle school, who has recently been assigned to work in your city. [She] is well educated, having good habits and agreeable manners. Any assistance you may give [her] concerning [her] life will be esteemed as a great favor for me.

Yours truly,亲爱的[常先生]：持信人[黄女士]是我的一位中学同学，最近[她]被派往你市工作。[她]受过良好的教育，没有不良的习惯，举止端庄。您对[她]生活上的任何帮助，将使我感同身受。

2. 介绍本人 Self-introduction

Dear [Sirs],From your advertisement in [yesterday 's USA Today] I find that you are wanting a [Chinese teacher] in your college. I beg leave to take the liberty of offering myself for the position.

Born in [Beijing] in [1970], I am a graduate of [Beijing University], and therefore have a good knowledge both in Chinese and English. Should my application be regarded favorably, I shall endeavor to justify the confidence you may repose in me.

Faithfully yours,亲爱的[先生们]：[昨天《今日美国报》]载你院需[汉语教员]。我申请任此职务。我[1970年]出生于[北京]，毕业于[北京大学]，汉语和英语均有所长

。如蒙录用，自当竭诚服务，以答雅意。此致敬礼！3. 去具体单位的介绍信 Letter of introduction with a known unit  
China travel Service[April 15, 1993]Bureau of Travel and Tourism  
AdministrationGentleman in Charge,The bearer of this letter is [Mr. Zhang Wen], who is entrusted with task of making the necessary arrangements with you for our going to your Bureau to attend the report on [Current affairs].Please favor [him] with an interview.兹介绍[张文先生]前往你处联系有关我们去你局听[形势报告]的事宜，请予接洽为荷。此致旅行游览事业局中国旅行社

4. 去不明具体单位的介绍信 Letter of introduction without a know unit  
[Beijing] University[Oct. 9. 2004]To whom it may concern,This is to introduce Mr [Hu Qang] and [Zhao Wei-guo] who are to make an investigation of [Lie Ping ' s] family condition on our instructions. We should esteem it a great favor if you would afford [them] the necessary information. With high respect.兹介绍[胡强]和[赵卫国]二位先生前往你处了解有关[刘萍]的家庭情况，请予接洽为荷。此致敬礼！Unit 13馈赠信  
写这类信用词要诚恳、热情。常见的形式有两种：一种比较正式，用第三人称；一种比较简便，写法与普通信件相同。1

. 赠字典 Presenting a dictionaryDear [Miss Clark],Allow me to present you with a copy of “ [The Chinese-English Dictionary] ” published by [Commercial Publishing House]. I know you are studying [Chinese] now, and hope you will find it useful. It is a trifle gift. But I hope you will accept it as a small token of my gratitude for your continual kindness.Truly yours,亲爱的[克拉克小姐]：请允许我奉上[商务出版社]出版的[《汉英词典》]一本。我知道您

正在学习[汉语]，希望该书对您能有些帮助。区区微物，聊表心意。此致敬礼！

2. 答谢赠词典 Thanks for presenting the dictionary

Dear [Mr. Brown], Many thanks for a copy of “ [The Chinese-English Dictionary] ” . I am very much pleased with it, for it is such a good reference book to me. Thank you again for your nice gift.

Yours ever, 亲爱的[布朗先生]：承蒙惠赠[《汉英词典》]，甚为感谢。它是一本极好的参考书，我非常喜欢。再次致谢。

此致敬礼！

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