

考研英语常用应用文模版6：道歉与慰问 PDF转换可能丢失图片或格式，建议阅读原文

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应写得真切，注意措辞，对轻病或者小损失，慰问信应写得轻松一些。相反，对严重病情或重大损失，信就应该写得深沉一些。慰问信写时应注意：1. 写给受伤人的信要简短，中肯。信中不必询问事故发生的过程、原因、见证人等。2. 慰问信中应写一些被慰问者喜欢或熟悉的事物，如病人的爱好、兴趣等，以使病人得到宽慰。

1. 向朋友问候 A letter of inquiring after someone ' s health  
Dear [John]: I am extremely sorry to hear that your illness, which we had thought was clearing up, has become more serious, and that you have had to go into hospital. Let us hope that it will be for only a very short time, and that you will soon be out and about again. Everybody here sends his best wishes to you for a quick recovery. With kind regards,  
Yours sincerely, 亲爱的[约翰]：听说你病了，我深感不安。原来我们还以为您的病情有所好转，事实上却反而加重，而不得不住进了医院。但愿这是短时间的，很快不会恢复健康。这里每个人都祝愿您早日康复痊愈。特此问候

2. 问候朋友的母亲 Inquiring after the health of a friend ' s mother  
Dear [Mr. Wang], I felt very sorry indeed when I heard of [your mother] ' s illness, and am anxious to know how [she] is of late. Under a separate cover I am sending [her a box of assorted biscuits] with my best regards. Sincerely yours  
亲爱的[王先生]：听说您的母亲身体欠安，深表忧虑。不知令堂近况如何，实为惦念。随信另寄上[什锦饼干一盒]，并致以最良好的

问候。您忠诚的[吴洋]

3. 祝贺朋友病愈 Congratulations on someone ' s recovery  
Dear [Jane]: I learn, with very great pleasure, that the illness which has so cruelly caused great anxiety among your relatives and all those who know you has changed for the better and that you are now recovering, for which I therefore desire to congratulate you warmly. I hope that you will soon be completely restored to health.  
Yours sincerely  
亲爱的[简]：在您患病的这一期间内，亲戚朋友无不为你挂虑，听到你的病已有好转，并已逐渐痊愈，十分快慰，特地向你祝贺。望你早日完全痊愈。

4. 慰问丧偶的朋友 A letter of inquiring to those who lost their husband or wife  
Dear [Mrs. Harper], I would like to express my sorrow at the recent death of your [husband]. In the long time it was my privilege to enjoy [Professor of Harper] ' s friendship. I found [him] a sincere and helpful associate, with whom it was a pleasure [to work]. The knowledge that my thoughts are with you at his time will, I hope, be of some comfort to you.  
Truly yours  
亲爱的[哈珀女士]：获悉你的[丈夫]最近逝世的消息，深表遗憾。长期以来，能与[哈珀教授]保持友谊是我的荣幸。[哈珀教授]是一位我最乐于与其一道[工作]的忠实而有帮助的朋友。但愿我此时的问候，能给您带来一些安慰。

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