

申请信等五类应用文怎么写(一) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/257/2021_2022__E7_94_B3_E8_AF_B7_E4_BF_A1_E7_c67_257673.htm

申请信1 结构要点：

申请信是向收信人提出某个请求的信件，包含三个部分：1. 提出请求；2. 说明原因；3. 请求回复并表示感谢。

Directions 21 Write a letter to apply for a membership in an organization in about 100 words. Do not sign your own name at the end of your letter, using “Li Ming” instead. Sample : Dear Mr. Peterson, I am writing to apply for a membership in your musical band. My music teacher, Prof. Huntington, strongly recommended that I attend such a renowned organization, telling me that it would benefit me in many years to come. I have been loving music ever since I was in elementary school. I learned piano at eight and flute at twelve. I hope I can grow up into a good saxophone player in your team with so many music lovers around me, I will surely become more creative and enthusiastic. If my application could be taken into favorable consideration, I would be most grateful. I am looking forward to your early reply. Best regards. Yours sincerely, Li Ming

申请信2 语言注意点：申请信开篇应点明主题，语言简练。接着说明做此申请的原因，即自己所具备的申请条件，这一部分需重点明确，论述充分。最后请求回复并表示感谢时，应采用礼貌、诚恳的措辞。

Directions 22 Write a letter to apply for a membership in a program in about 100 words. Do not sign your own name at the end of your letter, using “Li Ming” instead. Sample : Dear Sir, I have heard that the university will

choose 30 students to teach in rural junior high schools for one month. I am very much interested in this program and want to be one of them. I am a sophomore majoring in English language and literature and I have been a private tutor ever since I finished my College Entrance Examination. I love teaching whenever I teach , I feel I am making progress together with my students all the time. Enclosed are my score reports on all relative subjects. I hope that my application will get your favorable consideration. With best regards. Yours sincerely , Li Ming 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