

考研英语高分作文经典之请求信LetterofRequest PDF转换可能丢失图片或格式，建议阅读原文

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请求信是对收信人提出请求，并希望对方满足该要求。写请求信的重点是要写清楚为什么要请求他人做某事，请求他人做某事的原因。写请求信时首先要说明写作意图，一定要注意语气要礼貌，用词要规范；然后具体展开说明请求的原因；最后表示希望对方予以答复。写作“三步走”：介绍自己、提出请求>说明原因及其它事项>表达谢意、期盼答复 Tips: 在许多情况下，请求信是写给不认识的人或者机构，所以在信的开头可以做一下简单的自我介绍。同时，由于提出的请求往往都是需要麻烦别人的事情，所以要注意语气的礼貌程度，不要吝啬你的感谢。（1）2006年真题

Directions: You want to contribute to Project Hope by offering financial aid to a child in a remote area. Write a letter to the department concerned, asking them to help find a candidate. You should specify what kind of child you want to help and how you will carry out your plan. You should write about 100 words on ANSWER SHEET 2. Do not sign your own name at the end of the letter. Use “Li Ming” instead. Do not write the address.

范文：To Whom It May Concern, My name is Li Ming, a college student of Peking University, and I am writing in the hope of your assistance to find a needy child for whom I may provide financial support. First and foremost I would like to declare that I possess the financial ability to implement this plan owing to my decent income from part-time jobs. As to the candidate, I am hoping that he/she

comes from an elementary school of the less developed areas of Western China, who is forced out of school. I would like to pay for his/her tuition fee and other school expenses until he/she graduates from university. Thank you for your time. Yours cordially, Li Ming

译文：有关负责人：我叫李明，是北京大学的学生。我给您写这封信的目的是希望可以资助一名贫困学生，请您帮我物色一名合适的人选。首先我想声明我有着实现这个计划的财政能力，因为我现在的兼职工作可以给我带来不菲的收入。至于具体的人选，我希望他/她是来自经济落后的中国西部地区的一名小学生，因为贫困原因而被迫退学。我将支付该学生的学费和其它杂费等，直至其大学毕业。感谢您的时间和耐心。您真挚的，李明

闪光词汇及词组：in the hope of: 希望  
assistance: n. 帮助，协助  
first and foremost: 首先  
declare: v. 声明  
possess: v. 拥有  
implement: v. 实施  
owe to: 因为，由于  
decent income: 不错的收入  
as to: 至于  
less developed: 欠发达的

万能句型：I am writing in the hope of your assistance to... Thank you for your time.

(2) Directions: You are preparing for your graduation thesis and are in urgent need of some reference materials. Write a letter to the National Library and ask for their help. Provide detailed information, and method of delivery and payment. You should write about 100 words on ANSWER SHEET 2. Do not sign your own name at the end of the letter. Use "Li Ming" instead. Do not write the address.

范文：Dear Sir or Madam, I am a senior student from Tianjin University, and I wonder if you could spare some time to help me look for two reference books, Communication Principles and Organizational Communication, both published by Foreign

Language Press in 2000. The two books are of particular importance to my graduation thesis, but I failed to obtain them from my university library as well as local bookstores. Could you please tell me whether the National Library has the mentioned books? If so, could you please do me the favor of photocopying and sending them to me by EMS? I would like to pay for the relevant expense by cash or credit card. Looking forward to a prompt reply from you. Sincerely yours, Li Ming

译文：尊敬的先生或女士：我是天津大学的一名大四学生，不知道是否可以占用您的一点时间帮我找两本参考书？它们分别是《传播学原理》和《组织传播学》，都是由外语出版社于2000年出版。这两本书对于我的正在写作的毕业论文有着特别的重要意义，但是我在我们的大学图书馆和当地书店都没有找到它们。不知道国家图书馆是否藏有着两本书？如果有的话，不知您是否可以帮我复印一下并用特快专递寄给我呢？关于相关费用我会通过现金或者信用卡的形式进行支付。希望能够尽快得到您的答复。您真诚的，李明

闪光词汇及词组：senior student: 大四学生 spare some time: 花一些时间 fail to do sth: 没能做成某事 obtain: v. 得到，获得 photocopy: v. 复印

万能句型：I am wondering if you could spare some time to... Could you please do me the favor of... I would like to pay for the relevant expense by cash or credit card. Looking forward to a prompt reply from you.

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