

2007新东方英语六级写作突破笔记(十六) PDF转换可能丢失图片或格式，建议阅读原文

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书信: (一) 开头段: 1、告知对方你的身份 (假如对方不认识你) Dear Sir/Mr. Prometheus, I was a student at your college, enrolled in Philosophy Department. / I am a ... at your ... / I am a ... at your college, enrolled in the ...

course. / My name is ..., I am 2、问候收信人 (假如他/她是你的朋友) Dear Prometheus, Hello/Hi. How are you? / I hope everything is fine. / How are things going with you? / How are you getting on in.....?

3、解释写信的原因 (1) 致谢: I deeply appreciate your courtesy and I hope to reciprocate your favor when the opportunity arises. / I am greatly indebted to you for (the double) you have gone to on my behalf. / Thank you for your letter about studying in Canada. / I am writing to you to express my heartfelt gratitude. / I am writing to tell you how grateful I am for...

.... / I would like to thank you most sincerely for..... (2) 抱怨: I am writing to complain about the poor service at your dining-room. / I am writing to express my dissatisfaction with/at ... / I wish to make a complaint about..... / I am writing to draw your attention to..... / I am afraid I have got a complaint about.....

(3) 致歉: I would be grateful if you would be so kind as to provide me with certain essential information regarding the following aspects. / I am writing to you because I am unable to..... / I am terribly sorry that..... / I would like to express my apologies for not being able to.....

(4) 询问: I would like to

obtain/request/seek/inquire about some information about... / I am writing to ask if you can do me a favor. / I would like some detailed information on/about.....

(二) 结尾段 :

1、发出请求

(1) Please give this matter your immediate attention. (2) I would very much appreciate it if.....as soon as possible. (3) Please render me some valuable advice which is conducive to my final decision.

2、提供帮助

(1) I hope thesewill be helpful, and please feel free to contact me for more information. (2)will be taking over responsibility for you and if you should need any assistance, she/he will be pleased to help you.

3、再次表示歉意或感激

(1) Thank you for your kind assistance. (2) Please accept my heartfelt thanks and deepest gratitude, now and always. (3) I am sorry that I cannot....., and trust that you will understand. (4) In addition, let me apologize for any inconvenience I may have caused. (5) I shall feel obliged by a reply at your earliest convenience. (6) Once again, I am sorry for any inconvenience caused.

4、期盼回信

(1) I look forward to your prompt response. (2) Looking forward to a prompt reply. (3) I expect to hear from you very soon. (4) I hope to receive your reply shortly. (5) I am already eagerly awaiting your reply to this first letter.

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