

四六级写作预测及范文：书信 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/502/2021\\_2022\\_\\_E5\\_9B\\_9B\\_E5\\_85\\_AD\\_E7\\_BA\\_A7\\_E5\\_c83\\_502064.htm](https://www.100test.com/kao_ti2020/502/2021_2022__E5_9B_9B_E5_85_AD_E7_BA_A7_E5_c83_502064.htm)

书信例1：感谢信  
(1)给小何写信感谢他接待你在云南旅游 (2)回忆美好的旅行经历 (3)邀请小何来你的家乡做客

June 17th, 2006  
Dear Xiao He,  
Thank you ever so much for having invited me for the tour of Yunnan, your home province. I had a fantastic time with you and your family. Your great hospitality will be unforgettable throughout my life. When I think of those gorgeous places of scenic beauty you showed me around, I couldn't be more delighted. And the pineapple pie Grandma prepared for me is out of this world. I had never had so delicious food! Indeed, I am still missing your snug log-cabin, small and cozy, which was turned into my dream house in fairy land those nights. Would you come to Harbin, my home town, some time this summer vacation? Harbin, a beautiful place frequently referred to as Oriental Paris, offers a picture of another kind. I can assure you another pleasant tour. My family and I cannot wait to see you here. Yours, Li Ming

书信例2：投诉信  
(1)陈述你对学校图书馆的不满 (2)列举图书馆存在的问题 (3)希望能够得到改进

September, 11  
Dear President, I am a sophomore with the Department of Law. My name is Wang Ming. I am writing to you today to intimate you with something undesirable that I have found in the University Library. You may or may not realize how much our library, the landmark of our university or even of our town, weighs in our minds. It is a place we are most proud of and where we like to

spend most of our time. In such an honorable place we have noticed recently some phenomena which hurt our eye. Some seats in the reading rooms are ‘ permanently reserved vacant seats ’ , that is, some students “ occupy ” some seats they never come to use. What a terrible waste of valuable resource! Some other students are too noisy, talking among themselves, leaving mobile phone beeping anytime. And some library staff is ill-mannered and rude and not helpful most of time. These and other undesirable things have already done damage to the fame of our university and caused a lot of inconvenience to the users. Dear President, we hope that something can be done to change and reverse the current situation. Let our cozy, comfortable, quiet, effective library come back. Best wishes 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](http://www.100test.com)