

大学英语四六级考试写作题型分析及范文(6) PDF转换可能丢失图片或格式，建议阅读原文

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march 12, 2004  
dear wang ying, we are glad to learn that you are graduating from beijing university and planning to find a job in a computer company in beijing. congratulations on the job well done while at university and good luck to you during your new career. i wish you success in all your undertakings and hope you'll enjoy your new career. anytime you come back home, i wish you would come to my home. then, we may recall our old happy days. i sincerely hope you will find happiness and success in your new job. sincerely yours, li ping

[例2] march 16, 2004  
dear li ping, please accept my warm congratulations on your election as president of the students union. i can't think of anyone who would have been a better choice. i feel that it is a fine tribute from your schoolmates, and a reward you richly deserve for your many years of splendid service to the students in your school. this honor is also due to your ability in dealing with problems, i sincerely hope you will enjoy your work. yours truly, zhu ying

4. 感谢信是为了感谢对方的关心、帮助和支持而书写的信件。在写感谢信时，正文部分主要写感谢的内容和感激的心情，可以叙述被感谢的人或事件，重点放在这一帮助所产生的效果上。所用的语言要准确、客观，情感要真挚。感谢信常用的句型：  
thank you very much for... i am extremely grateful for... i realize that the task took you a great deal of precious time. thank you very much for your hospitality

(kindness). thank you very much for doing so much to make my trip to beijing interesting. [例1] room 608, friendship hotel march 18, 2002 dear sir, i am an englishman, now on a tour in beijing. this is the first time i am in china. i naturally feel that everything is interesting and strange. yesterday, when i visited the great wall, i was greatly fascinated in this marvelous miracle. upon my arrival back at the hotel, i found my handbag was missing. there were my passport and a camera in it. i was very worried, feeling that it was completely impossible for me to find it again. at eight o'clock in the evening, a young man accompanied by a hotel attendant came to my room with a bag in his hand. i at once recognized that it was my bag. i thanked him heartily for his kindness and offered him a reward of 200 u. s. dollars. but he refused to take even a cent. at my insistence, he told me his name when leaving. he is zhu ying of your company. deeply moved by his selfless spirit, i am writing a letter to commend his noble deed. please convey my gratitude for him. yours respectfully, jack london

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