

大学英语四六级考试写作题型分析及范文(5) 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_A4_A7_E5_AD_A6_E8_8B_B1_E8_c83_502095.htm [例2]english

departmentbeijing universitybeijing, chinafeb. 16, 2002the graduate schoolhawaii universityp. o. box 135 dear sir , my name is gao ying. i was enrolled in english department of beijing university in 1994.

during my four years of study, i was a top student, and received good grades in all my courses. after my graduation, i continued to study in american literature and obtained my m. a. degree in 2001. with a view to further studies, i am writing to you to apply for admission to your university to pursue my ph. d. in the field of world literature. thank you very much for your consideration. i am looking forward to

hearing from you. sincerely yours, gao ying

2.邀请信一般分为正式和非正式两种。熟悉的朋友之间可采用非正式的形式，即正文用第一人称写，称呼也可以随便一些。写邀请信时要做到语言朴实，态度热情，要说明邀请的原因、活动地点和时间。用词要清晰明了；信函内容应简短，不要使用太多描绘性语言。

如果要求被邀请者答复，则要在信上注明“ rsvp ”（“ 请答复 ”）或“ please reply ”。被邀请人在收到信后应立即答复。如果接受，应先表示感谢和被邀请的喜悦心情，而且需要重复写明出席的时间和地点。如果谢绝，除了表示谢意之外，还需要表达失望或遗憾之感，然后具体说明不能履约的原因。邀请信及其回复的常用句型：

we would like to invite you to..... how about coming..... i ' d be very pleased (happy , delighted) to accept (come to) thank you

for your..... thank you for your invitation.but
 unfortunately..... i am sorry but i simply can ' t come..... [

[例1]邀请信
 march 12, 2004
 dear wang hong, we are planning a party to celebrate professor zhangs fiftieth anniversary of this teaching career and of course we want you to come. it is next saturday , march 23rd , at eight oclock in the university dinner hall. i do hope you can make it. i am looking forward to seeing you. affectionately yours, gao ming [例2]应邀
 dear gao ming, i will be delighted to take part in the party on saturday , the 23rd of march at eight o ' clock. how nice of you to ask me ! i am also looking forward to seeing you and professor zhang. very sincerely yours, wang hong [例3]谢绝信
 dear gao ming, it was sweet of you to ask me to attend the party. but now i must regretfully write that i will be out of the city next saturday , and i therefore cant accept your kind invitation for the party on that day. i feel sorry to miss a meeting with you and professor zhang. best wishes to you and professor zhang. sincerely yours, wang hong

3.祝贺信是表示庆祝的书信。在西方风俗习惯中，遇到重大的节假日，比如新年、圣诞节、生日等以及亲朋好友之间遇到了什么喜事都应写信致以问候或赠送礼品。贺信的写作要注意主题明确，中心突出，情感真挚但切记不要言过其实，评价要恰当，要表现出真诚的喜悦和祝贺。另外，代表单位的贺信应较为正式，措词要严谨、谦恭。祝贺信常用语：

congratulate you on..... it was great to hear that you.....
 with my whole congratulations and best wishes for..... luck
 and success in the coming year ! please accept our best and
 sincere wishes for the new year ! hearty congratulations and all

good wishes on this wonderful day in your life ! 100Test 下载频道
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