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https://www.100test.com/kao_ti2020/555/2021_2022_Pets1_E4_B9 _A6_E9_9D_c88_555295.htm 书信(Letter) 书信的格式是:信头(发信人的地址和日期),位于信纸的右上角;信内地址(收信人的地址,私人信件可省去),位于信头下两行左边;称呼,位于信内地址下;正文,位于称呼下,缩进两个字符;署名,位于正文下两行右边;签名,位于结尾下。如: No.4, Jianguo Rd, Shanghai May 24th,2003 Dear Sister, It has been half a year since you left home . I miss you very much.Luckily,I'll come to Guangzhou to attend a meeting on May 10th . The meeting will last five days.I will come to see you during my staying in Guangzhou and we can have a good talk . I'm looking forward to seeing you! Yours ,Zhangli 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