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https://www.100test.com/kao_ti2020/563/2021_2022_Pets1_E4_B9_A6_E9_9D_c88_563936.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