

雅思G类写作范文分析：询问信雅思(IELTS)考试 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/643/2021_2022__E9_9B_85_E6_80_9DG_E7_B1_BB_c7_643814.htm * 询问信的目的是寻求所需要的信息。在IELTS考试中出现的次数仅次于投诉信。

o 内容要点 简单说明场景，表明写作意图，说明目的是要寻求什么样的信息 要注意礼貌原则，只能就收信人提供的信息进行询问，不要问不相关的信息 o 注意事项 百考试题论坛 如果某个问题较为严重，可以在主体段落中单独占一个段落 在结尾段表明获取信息的急切心情，提供联系方式以便收信人与你联系，并且感激对方 询问信 - 范例答案 Dear Sir or Madam, I

write concerning the availability of student accommodation. I am an overseas student and will arrive at the university on the 5th October, I would like, as far as possible, to live on campus. However, Im a mature female student and would prefer a quiet room away from younger students. Id also prefer to share with other female students, preferably those who dont smoke, however, this is not a strict request. I shall be reading for my Ph.D. in Biological Science, and would like to be within easy walking distance of the laboratory if this is possible. Nevertheless, once again this is a preference rather than a requirement. I am due to arrive in London on the morning of the 5th October. However, this will be my first time to visit the UK. As a result, I will be grateful if you can also let me have directions to the university, along with train times, etc. I look forward to hearing from you soon. Yours sincerely, Lisa Chan * 询问信 - 开头常见用句来源：www.100test.com o I am writing to enquire about... o I would

be grateful if you could send me full details of... o I wonder if you could... o I would like to receive information regarding... o I am writing to ask if you could possibly... o I would like to request materials for... o I would be most grateful if you could send information concerning/regarding... o I was interested in your advertisement in The Daily News and I would like to have further information about... o I look forward to hearing from you/receiving the information. o I am writing to you in the hope that I may obtain ... * 询问信 - 结尾常用句子 o Thank you for your consideration.

o I look forward to your immediate response. o I am expecting your early reply. o Your prompt attention to this letter would be highly appreciated. o I am looking forward to hearing from you. 询问信 - 常用词汇 inquire seek obtain regarding, concerning provide sb. with sth. Inform (of) convenience look forward to (doing) sth. prompt/immediate take into account of sth. detailed essential/necessary grateful/obliged appreciation 练习：来源

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