

2010年3月公共英语考试：三级写作范文(2)PETS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\\_ti2020/644/2021\\_2022\\_2010\\_E5\\_B9\\_B43\\_E6\\_9C\\_c88\\_644324.htm](https://www.100test.com/kao_ti2020/644/2021_2022_2010_E5_B9_B43_E6_9C_c88_644324.htm) 求职信范例 范例一： July 20, 2000

Changjian Road 23, Hefei Anhui Province China Dear Mr. Li: We acknowledge receipt of your letter of 29th May. We have pleasure in enclosing our latest prospectus. If you require further information, please do not hesitate to contact us. Sincerely, Professor Cook 范例二： July 20, 2000

Dear Sir, I have obtained your address from the British Council. I intend to study English next year, and am interested in your summer school English class. I would be most grateful if you could send me your latest prospectus. I look forward to hearing from you. Yours truly, Jame Li 范例三 July 20, 2000

Dear Sir, I am writing in reference to the recent order I placed with your company. I was most disappointed to note that on examining the set of wine I ordered, four of them were badly damaged. I request that replacement be sent as soon as possible. It is essential that I receive these goods as soon as possible as they are intended as a wedding gift for a relative. I have previously received a high standard of service from your company and I trust that this matter may be brought to a swift and satisfactory conclusion. Yours truly, Cester Chen 范例四

: July 20, 2000 Dear Miss Wilson, We have received your letter of 10th May in which you say that you are in receipt of fault goods. We have investigated the matter and found that the damage was caused by an oversight on our part. A new set of six wine glasses has now been dispatched to you and you should receive them by the end of this

week. We apologize for any inconvenience caused by this problem and will endeavor to prevent it happening again. Yours truly,  
CHESTER CHEN 相关推荐：2010年公共英语考前网上辅导全面招生 2010年全国英语等级考试常见问题汇总 100Test 下载频道开通，各类考试题目直接下载。详细请访问  
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