

小作文各类话题参考模板

邀请信

Dear _____,

Hope this email finds you well. My name is _____, one of the students in ABC university. On behalf of our university, I wish to extend a very warm welcome to you and it is great pleasure to invite you to be _____.

第二段，根据题目补充具体细节。

It would be a great honor if you could accept this invitation. We are looking forward to your early reply.

Yours sincerely,

Li Ming

邀请信句子补充

I am writing to invite you to attend an online meeting which will be held at 2 p.m., December 28th, via Tencent Meeting. The meeting ID is 878625182; no meeting password is required.

The meeting will not be recorded, so there will be no playback.

道歉信

Dear _____,

Hope this email finds you well. I am writing to apologize to you for not being able to _____.

第二段，根据题目补充具体细节。

Can we _____? 或加上其它补偿方案。Please let me know at your earliest convenience. Apologies again for _____ and the inconvenience caused.

Yours sincerely,

Li Ming

投诉信

向第三方投诉投诉信



To Whom It May Concern,

I appreciate your time to read this email. I am writing to complain about _____ who always _____. For example, 详细投诉内容. To solve this problem, I had a talk with _____. 具体描写 Would you please kindly _____? Or do you have any suggestions about how to solve this headache?

I am looking forward to your reply. Thank you so much for your generous help!

Yours sincerely,

Li Ming

直接投诉投诉信

To Whom It May Concern,

I appreciate your time to read this email. I am writing to complain about _____. 投诉原因

Here are two solutions. You can either _____ or _____. I hope you can handle this issue as soon as possible. I am looking forward to your reply. Thank you so much for your generous help!

Yours sincerely,

Li Ming

建议信

To Whom It May Concern,

I appreciate your time to read my email. I am writing to make some suggestions on how to _____. In order to _____, _____ should _____. For a start, _____. In addition, _____. Finally, _____.

I hope you would find the suggestions helpful. Thank you so much for your time.

Yours sincerely,

Li Ming



求职信

Dear _____,

I appreciate your time to read my email. I am writing to apply for the position of _____. I am Li Ming from ABC University, and I am going to graduate this June, with a bachelor's degree in Literature. I am enormously interested in your magazine.

During my college years, I have been working extremely hard to equip myself with professional knowledge. With a GPA of 3.8, I was awarded the first scholarship for three consecutive years. Being proficient in English, I studied at New York University as an exchange student for six months last year.

I wonder if you could kindly give me an interview. Thank you so much for your time and consideration. I look forward to your reply.

Sincerely yours,

Li Ming

通知+邀请

发通知邀请同学们参加讲座/活动

Notice

To _____, _____ will be held on __日期__ in Room 501, No.1 Teaching Building. 活动介绍

Considering that _____, if you are interested, please book a seat in advance as early as possible. You can also reserve a seat on our website.

Hope you will enjoy the _____ !

Students' Union

January 4th, 2022

发通知邀请同学们参加讲座/活动，招募志愿者

Notice

In order to enrich _____ for _____, we will hold a _____, which is meant to set



up some cooperative games, colorful events and enlightening lectures.

As to the volunteers, there are three basic requirements. First, you need to be _____. In addition, _____. At last, _____.

Hurry up to join us and may you have good summer days with us. Anything you would like to know, please be free to contact us.

ABC University

June 1st, 2022

邀请外国留学生参加活动

Dear International Students,

Many thanks for your time to read my email. I am Li Ming, a member from the Students' Union of our university. I, on behalf of the Students' Union, would like to extend my warmest welcome to all of you. I am writing to invite you to participate in _____ which will be held on 日期.

To enrich the campus life of students, we hold the event every year. 详细活动介绍.

Hope you will enjoy the _____!

Sincerely yours,

Li Ming

询问信

To Whom It May Concern,

I appreciate your time to read this email. I am planning to _____, so I am writing to inquire whether _____.

详细询问内容

I really admire your efforts in helping _____. I would be grateful if you could reply to me at your earliest convenience.

Yours sincerely,

Li Ming



感谢+建议

Dear _____,

Thank you so much for your email. I am so moved by your words, and I really appreciate your encouragement.

In your email, you asked me how to _____. I am glad to share my experience with you. Firstly, you should _____. 说明这个建议的意义. Secondly, you should _____. Lastly, do not forget to _____.

I hope you would find my suggestions useful, and we can further discuss this in the near future.

Yours sincerely,

Li Ming

接受邀请

Dear _____,

Hope this email finds you well. It is the great honor for me to _____. I am pretty glad to share out with _____ on this occasion. I'd much appreciate it.

详细介绍。

Many thanks for your invitation again. Because I highly value this opportunity, I will go all out for preparation.

Yours sincerely,

Li Ming

辞职信

Dear _____,

I appreciate your time to read my email. I am writing to inform you of my decision to resign from my current position.

Thank you so much for your generous help and sharing with me your valuable working



experience in the past two years. However, I would like to try something more challenging while I am still young. _____.

Thank you again for your guidance and help in the past. I am deeply sorry for the inconvenience caused. I wish you all the best in the future.

Sincerely yours,

Li Ming

汇报计划

Dear Professor Smith,

Thank you so much for giving me the opportunity to _____. I'm writing to report my plan to you.

具体内容. The _____ will be held in Room 501, No.1 Teaching Building, on the evening of 日期, starting from 6:00 p.m. to 9:00 p.m. Professor Williams will be _____.

Thank you again for trusting me. I also hope you can give me some suggestions about how to successfully arrange the _____.

Yours sincerely,

Li Ming

推荐信

Dear _____,

Hope this email finds you well. I'm writing to recommend _____ to you.

具体推荐理由。

I really hope you can check it out. We can further discuss it in the near future. If you have any other questions please feel no hesitation to contact me.

Yours sincerely,

Li Ming



补充话题练习

Directions:

Write an e-mail to a professor at a British university, inviting him/her to organize a team for the international innovation contest to be held at your university.

You should write about 100 words on the ANSWER SHEET.

Do not use your own name at the end. Use “Li Ming” instead.

Do not write the address. (10 points)

参考范文

Dear Professor White,

This is Li Ming, a member of the Students' Union from Fortune University in China. I am writing this e-mail to invite you to organize a team to participate in the international innovation contest that will be held next month at my university. Relevant details regarding the contest are as follows.

The contest will be held in the auditorium of Building 1, at 9:00 on the morning of January 26th. Each team should comprise five to eight members, and only undergraduates are allowed. All participating teams shall present their innovation, explaining how their innovation works and how people can benefit from it.

Should there be any further questions concerning the details of this event, please do not hesitate to contact me. A reply at your earliest convenience would be highly appreciated.

Yours sincerely,

Li Ming

参考译文

我是李明，中国 Fortune 大学学生会的一名成员。写此信是为了邀请您组织一个团队参加下个月将于我校举办的国际创新大赛。比赛相关细节如下：该比赛将于 1 月 26 日上午九点在一号楼礼堂举行。每个参赛团队需由五至八名学生组成，仅限本科生参加。所有参赛团队需展示自己的创新成果，解释该成果的工作原理以及其如何惠及民众。如果对此场比赛细



节有任何其它疑问，尽可和我联系。如您方便尽早回复，我将不胜感激。

重点表达梳理：

I am writing this e-mail to invite you to do... 我写此邮件是为了邀请您.....

Relevant details regarding the contest are as follows. 此次比赛的相关细节如下：.....

explain how their innovation works 解释他们创新成果的工作原理

Should there be any further questions concerning the details of this event, please do not hesitate to contact me. 如果对此场比赛细节有任何其它疑问，尽可和我联系。

A reply at your earliest convenience would be highly appreciated. 如您方便尽早回复，我将不胜感激。

优路教育

