一、邀请信：

Dear XXX ,

I am_____. I'm writing the letter for the purpose of inviting you to_____.

There is a _____(主题) at/in_____(地点) on_____(时间). I believe that_____(受邀参加理由). It would be a great honor for me to invite you to_____.

Since your presence is of vital important to this occasion, I genuinely hope that you will be able to come.

Yours sincerely,

XXX

二、请求信：

Dear XXX ,

I am writing the letter in the hope of your assistance to_____.

The reason for_____is that_____(请求的原因). For one thing,_____(原因 1). For another, (原因 2). I am sorry for any inconvenience I have caused. I shall be much obliged if_____.

If you have any questions, please feel free to contact me at_____(邮件或电话). I look forward to your reply at your earliest convenience.

Yours sincerely,

XXX

三、建议信：

Dear XXX ,

I am_____. I am writing the letter for the purpose of making some suggestions about_____.

It must be pointed out that_____(建议的对象或问题). From my point of view,_____(我的建议). On the one hand,_____(建议的理由 1). On the other hand,_____(建议的理由 2).

I believe that you will take my suggestions into serious account. I would be more than happy to see improvements. Thanks a lot for your attention to this letter.

Yours sincerely,

XXX

四、推荐信：

Dear XXX ,

I am writing the letter for the purpose of recommending to you_____(推荐的对象).

As far as I know,_____(推荐的对象或优点) amply meet your requirements. In the first place, (推荐原因 1). In the second,_____(推荐原因 2). Finally,_____(理由总结).

I am certain that_____(推荐的对象) deserves your consideration. I genuinely hope that you could take serious consideration.

Yours sincerely,

希赛网

XXX

五、感谢信：

Dear XXX ,

I am writing to extend my sincere gratitude for_____(感谢的原因)。

If it had not been for your assistance in_____(对方给予的具体帮助), I fear that I would have been_____(没有对方帮助时的后果)。

I would like to express my warm thanks to you! Please accept my gratitude.

Yours sincerely,

XXX

六、道歉信：

Dear XXX ,

I am writing this letter to apologize to you for_____(道歉事由), but believe I had no intention to_____.

The reason for my negligence was that_____(过失的原因). I'm so sorry that I cannot finish_____in time(再次道歉). And I wonder whether it is possible that I make up the loss by _____(弥补过失的方法).

I do hope that you can understand my situation and accept my apologies. Once again, I'm sorry for any inconvenience caused.

Yours sincerely,

XXX

七、祝贺信：

Dear XXX ,

I am writing to convey my utmost congratulations on_____(祝贺事由). And I feel very happy for you.

After years of hard work, your effort has been rewarded in this way. It is a reward you richly deserve for your_____(被祝贺人的优点). It's been a real encouragement to me to see your efforts rewarded.

Congratulations again. I wish you still further success! And look forward to bragging about you in the years ahead.

Yours sincerely,

XXX

八、投诉信：

Dear XXX ,

I am writing to complain_____(投诉对象或事情). I found some places were to be improved in your management.

I must explain that the reason for my dissatisfaction. To begin with,_____. However,_____(讲述事情来龙去脉). To solve this problem, I hope to draw the attention of the authorities concerned. I am sure you will agree that the solution is to_____(解决方案).

I hope you will give immediate attention to this matter and take steps to rectify this situation soon.

Yours sincerely,

XXX

九、求职信：

To Whom It May Concern (致相关人员),

I am writing to express my interest in your recently advertised position of_____.

To briefly introduce myself, I am a graduate student of_____(毕业院校). Not only have I excellent academic performance in all courses, I also_____(特长或优点). The main reason for my confidence in this position lies in_____(申请职位的优势). For further information, please refer to my attached resume.

Thank you for considering my application and I would be grateful if you could grant me an interview at your earliest convenience.

Yours sincerely,

XXX

十、辞职信：

Dear XXX ,

I am writing the letter for the purpose of informing you of my decision to resign from my current position. Thank you for your kind attention and I would appreciate the opportunity of having worked here.

There are a few reasons that force me to give up my current work. First of all,_____(原因 1). In addition, (原因 2). Most importantly,_____(原因 3).

I appreciate the plenty of help and encouragement from you constantly, and I am very sorry for any inconvenience thus caused. Wish you and your company great success in the future.

Yours sincerely,

XXX

希赛网