# 英语写信的作文开头万能句子(热门15篇)

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*英语写信的作文开头万能句子1Dear Sir or Madam,It is my pleasure to recommend Wang Xin for his application to graduate studies in your ...*

**英语写信的作文开头万能句子1**

Dear Sir or Madam,

It is my pleasure to recommend Wang Xin for his application to graduate studies in your school。

Mr. Wang has been my research assistant since September 1997. He is an enthusiastic and ambitious young man with extremely high potentiality. All the work handed to him was completed satisfactorily. With his help, I have been able to spend more time in writing the research paper. I really consider myself very fortunate to have such a capable assistant。

I am certain his diligence, coupled with a good competence and pleasant personality, will assure him of academic achievements in his future academic pursuits. I strongly recommend his admission without any reservation。

Yours sincerely,

Li Ming

**英语写信的作文开头万能句子2**

Dear David

Thank you for your concern to Chinese government encourages use environment-friendly shopping bags. From June 1, 20\_, according to a new ban , shops and supermarkets are forbidden from offering free plastic bags to customers. Since then when people go shopping, they can only plastic bags from shops or supermarkets or use environment-friendly shopping bags. In order to encourage people to use environment-friendly shopping bags, many shops present shopping bags to customers.

As you know, people use plastic bags widely caused white pollution, which plastic shopping bags play an important role in our daily life. The ban of limit the use of plastic shopping bags will reduce the white pollution in China which is good to our living environment.

Looking firward your reply letter.

Yours

Li Hua

**英语写信的作文开头万能句子3**

Dear Mercy,

How is everything going!Last time you said you are anxious now because you find it hard to learn English ’t think you have to improve your English step by I will right behind my view,you should develop you interest on English first.

According to my experience,I think watching English movie,listen to some wonderful English songs and talk in English on the Internet would be have to prepare lessons before class that will help you understand what the teacher says in the class.

I know you feel bored in the class,but you have force yourself to be few days later you will feel it a little easy to learn left steps I will tell next time.

By the way,we have not seen each other since your family move to Hunan a year you ever thought about going back to visit me and learn English together in the coming Summer forward to your reply.

Best wishes,

Sally

**英语写信的作文开头万能句子4**

Dear Xiao Wang,

I am very glad to learn that you are going to visit me during the week-long holiday.

I have arranged our schedule for the holiday as the first day you arrive, I will show you around our campus. On the second day, we will visit the art gallery and the music day,we will climb a hill in the northeastern part of the the top of the hill, we can have a wonderful bird\'s eye view of the the next three days, we\'ll make some short trips to some places of interest nearby,such as the Swan Cave, the Golden Lake, etc.]On the last day, I\'ll see you off at the railway station.

Please remember to call and tell me your train number and time of arrival so that I can meet you at the railway station. By the way, it is very hot here and we have a lot of sunshine, so don\'t forget to wear

you sunglasses.

I\'m looking forward to seeing you soon.

Sincerely yours,

Zhang Ying

**英语写信的作文开头万能句子5**

Dear my friend,

I am here writing to your to express my gratitude to you for congratulation.

You mentioned how to improve the translation ability. Now I would like to offer you some suggestions.

The most important factor to be considered is that you must grasp a of vocabulary, which is the foundation for translation. Secondly, you can try to practice translation everyday. After your translation, you can compare your translation with the given answer. Last but not the least, you must pay very close attention to the difference between the two languages. Differences between laguges must be considered when you are translating.

I am looking forward to meeting you in the near future. Then, we can have a talk face to face. I sincerely hope that my suggestions can be constructive to you.

Truly yours

**英语写信的作文开头万能句子6**

Dear Tom,

How are you doing? How time flies! I have been back to China for half a year. I miss you so much!

Every time I catch sight of our photos taken in America, I can’t help thinking of what you have done for me. It was so kind of you to help me with my spoken English. Besides, you made me master a lot of advanced English grammar, which really surprised me. What’s more, I shall always remember you encouraged me to correct my pronunciation by enjoying American TV programs.

By the way, Could you please tell me how can I get in touch with Mr. Smith? I have some learning problems to ask him.

Besides, I know you are interested in the historical Chinese civilization. Why not come to China to enjoy the Spring festival? I promise you won’t regret!

Looking forward to your reply!

Yours truly,

Lihua

**英语写信的作文开头万能句子7**

Dear Frank,

I am writing this letter for the purpose of recommending one of my favorite book series to you, Harry Potter. This book series consist of seven books and they are all amazingly intriguing to readers.

The reasons for my recommendations are as follows. To being with, the book series tell a story of adventure about Harry potter and his friends fighting against the Dark Lord. It intends to tell us that love is powerful. Harry Potter is invincible because his mother Lily tried to save him by sacrificing her own life. Furthermore, the books are really exciting and cliff-hanging. The plots are well-designed, capturing our attention all along. Reading is of utmost importance for one’s life. A good book is our faithful friend.

I hope you can enjoy the reading. I am looking forward to your reply.

Yours,

Ken

**英语写信的作文开头万能句子8**

Dear Andrew,

How are you, my best friend Andrew? It is pleasured that you invited me to pay a visit to your home. But I am very sorry that I can’t accept your invitation because I have a very important competition which I must to take part in.

It is a competition of English play, which is hold once two years and will need a month to practice, is very valuable for me. So,I must take part in which I don’t want to miss the opportunity. Sorry, I believe you can understand me right?

Last, I want to give you a present that a CD about the hundredth anniversary of my school. It is too much fun in it and I hold you will be like. I promise you that I will accept your next invitation and bring some presents which you like.

Good Luck From Your Friend

Xiao xin

**英语写信的作文开头万能句子9**

1. You asked me about（+problem question等）,now let me give you some advice.你在来信中询问我，现在，让我给你一些建议。

2. I am sorry to hear that you have not been well.听说您身体不好我很难过。

3. I was glad to hear you good news.很高兴听到您的消息。

4. I have the pleasure to tell you that……很高兴告诉你……。

5. I have received your letter of July Ist.

6. 结尾：

7. Thank you inadvance.提前谢谢你。

8. It has been a long time since we met.我们很久没见面了。

9. I have just this moment received your letter and I am writing at once because…我此时收到你的来信，便立即写信，因为……。

10. I am looking forward to receiving your letter.我期待着你的来信。

11. I am very much delighted to receive your letter.非常高兴收到你的来信。

12. You asked me about(+problem question等）, now let me give you some advice.你在来信中询问我，现在，让我给你一些建议。

13. I am glad to receive your letter.很高兴收到你的来信。

14. Many thanks for your kind letter which reached me yesterday.

15. How is it going ？最近怎么样？

16. It is my honor to inform you that ……很荣幸告诉你……。

17. It\'s a long time since I saw your last .

18. How is it going？ 最近怎么样？

19. Forgive me for not writing sooner.原谅我没有很快回信。

20. Good luck/Best wishes.祝你好运。

21. Good luck |Best wishes.祝你好运

22. It is my honor to inform you that ……

23. Forgive me for not writing sooner.谅解我没有迅速复书。

24. I have received your letter of July 月1日来信已经收悉。

25. You asked me about(+problem question 等)，now let me give you some advice.你在来信中询问我。.，现在，让我给你一些建议。

26. 开头：

27. I am in receipt of your letter .

28. From your letter I learned that……从你的信中知道……。

29. I have the pleasure to tell you that …….

30. Thank you for your help.

31. I was delighted to receive your letter .

32. Please wirte to me as soon as possible.请尽快回信

33. Please wirte to me as soon as possible.请尽快回信。

34. Thank you in advance.提前谢谢你。

35. It was very kind of you to reply so quickly.你可以迅速复书太好了。

36. I was glad to hear you good news.非常高兴听见您的信息。

37. I have been missing you a lot since we met last time .

38. I am sorry for not writing to you sooner .

39. You letter come to me this morning.

40. I am writing to you tell that ……

41. I am very much delighted to receive your letter.

42. I often think of you. How are you recently?

**英语写信的作文开头万能句子10**

Dear Jack,

I am writing to tell you something about the activity Clear Your Plate Campaign you referred to in your last letter.

The activity of Clear Your Plate Campaign with the purpose of discourage people from wasting the people also have no food in the world,so we must value our of students in our school has take part in the activity,and the change took place around example,most of us were used to buy much more than we could eat and even threw the leftovers without a now,knowing the sighificance of saving thought food after the campaigh,more and more students are beginning to buy a proper amount of food for our should do some actions together,right?

I\'m looking forward to having your opinions of the campaign.

Yours,

Li Hua

**英语写信的作文开头万能句子11**

Dear Peter,

I\'m glad to receive your know you are planning to come to China by you last letter,so I want to invite you to visit the \'\'agritainment\'\'.

\'\'Agritainment\'\' is very popular in my hometown and I think it should be a must for you to experience after you you can feel the truly countryside life and get closer to are so many plants,such as flowers,trees and so fresh air and clear river will make you comfortable and you like,you also can go to the mountion to pick some fuits or wild vegetables by believe that eating the vegetables and food by yourself,it\'s a amusing feeling.

I hope you can go to the agritainment with am looking forward your coming.

Yours,

Li Hua

**英语写信的作文开头万能句子12**

How nice to hear from you again.

很高兴再次收到你的回信

Let me tell you something about the activity.

让我告诉你一些关于这次活动的细节

I‘m glad to have received your letter of Apr. 9th.[/color]

很高兴收到你在4月9号的来信

I‘m pleased to hear that you’re coming to China for a visit.

很高兴得知你将来拜访中国

I‘m writing to thank you for your help during my stay in America.

我正写这封信感谢我在美国你对我的帮助

**英语写信的作文开头万能句子13**

Dear Sir:

My name is Raymond, I am writing to tell you something about your restaurant questions.

Last Saturday, I was going to your restaurant with my friends. We are very hungry, but when we order, your restaurant waiter But ignore our. So my friend was very angry. Besides, when the waiter come on .my friend ask her why ignore our, she is very aggressive for us and say you don’t see me I am very busy. So I do hope you can give your restaurant waiter have training about etiquette.

Thank you for your time and kind consideration.

Sincerely yours

Raymond

**英语写信的作文开头万能句子14**

Please remember me to your whole family.

Give my best regards (wishes) to your mother.

Best wishes.

With love.

Wish you a pleasant journey.

Wish you success. Wish you the best of health. (luck)

Looking forward to your next visit to China.

Looking forward to the pleasure of meeting you.

Expecting to hear from you as soon as possible.

**英语写信的作文开头万能句子15**

自我介绍： I am Li Hua, coming from a middle school, which is the best education institution in my beautiful city.

感谢信：I am writing this letter to express my sincere gratitude for your help.

道歉信：I am writing this letter to express my apology for any inconvenience caused.

询问信：I am writing this letter to see if it is possible for you to provide me with some imformation which is very important to me.

建议信：I am writing this letter to make some conductive suggestions.

邀请信：I am writing this letter to invite you to come with us in an important issue.

请求信：I am writing to ask whether you can do me a favor.

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