

## 小作文模板

### 一、建议信

#### 1. 写作素材

延长开放时间: **extend opening hours**

放置更多座位: **put more seats**

开/安装空调: **open/ install air-conditioners**

#### 2. 作文模板

Dear Sir or Madam,

I am Li Ming who is in charge of ....The ways that you offer to ...are quite good; however, I have some better suggestions for you.

My suggestions are as follows. First and foremost, it would be greatly appreciated if ...could..., because .... In addition, it is suggested that ... may ...so that ....

I hope you will find the above proposals useful.

Yours sincerely,

Li Ming

### 二、投诉信

#### 1. 写作素材

具体问题:

电池电量低 the screen always indicates low battery

划痕 scratches on the screen

死机 the system crashes

解决方案 (二选一):

全额退款 give/offer/render me a full refund fine penalty

换货 give/offer/render me a replacement/ a new one

## 2. 写作模板

Dear XXX,

I am ..... who..... I am writing to make a complaint about.....

具体事由. To resolve the problem, it is advisable for you to 方案一  
(+原因) .

I hope that my problem will get your kind consideration.

Yours sincerely,

Zhang Wei

## 三、推荐信

情节精彩/感人 touching plot

演员演技 performance skill

背景音乐好听 amazing background music

特效棒 special visual effect

写作模板:

Dear XXX,

I am writing this letter to recommend to you .... , 电影名/书

名/景点名.

The primary factors for my recommendation are as follows. For one thing, .....For another,.....

I hope that you will find .....wonderful and worthy of attention.

Yours sincerely,

Li Ming

#### 四、邀请信

给学生打分: grade students

给出点评: make comments on students' performance

给出建议: render/provide/offer suggestions to sb.

#### 作文模板

Dear XXX,

On behalf of....., it is my pleasure to extend my invitation to you to be.....

活动名称 will be held from 具体时间 to at 地点. You are expected to 介绍对方需要做的事情. You are popular with students and have rich experiences. We believe that your presence will benefit all the students.

We will appreciate it if you could reply to our invitation at your earliest convenience. We are looking forward to your participation.

Yours sincerely,

Li Ming

## 五、道歉信

Dear xxx,

I am writing to express my apology to you, because .....

具体事由. To make up for the problem, I will 补偿一 (实). If necessary, I would like to compensate for any troubles it may cause (虚).

Once again, I feel so sorry for any inconvenience caused. Please accept my sincere apologies.

Sincerely yours,

Li Ming

## 六、通知

招募志愿者要求:

有责任感 have sense of responsibility

英语好 have no difficulty in communicating with foreigners

经验: be experienced in/ have experience in similar events/activities

Notice

May 2, 2021

某组织 is recently looking for volunteers for 活动名称, which will start from 日期 to 日期 at 地点.

23 考研交流 qq 群: 686426909; 关注微信公众号【新文道考研 Online】领取更多考研资料

In the first place, the volunteers are requested to 要求 1 and are expected to 要求 2. In addition, the applicants who have the experience of 具体活动 are preferred.

If you are interested, please do not hesitate to send your resume to the following email address, [postgraduates@tsinghua.edu.cn](mailto:postgraduates@tsinghua.edu.cn), before May 7.

Postgraduates' Association



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