

祝贺信等五类书信怎么写（四）PDF转换可能丢失图片或格式，建议阅读原文

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询问信1 结构要点：询问信是希望获取信息的信件，分为三个部分：1. 说明自己的计划或目的，也就是询问信息的原因；2. 征询具体信息；3. 期待回复并表示感谢。

Directions 17 Write a letter inquiring about a hotel. Some necessary details must be included. Do not sign your own name at the end of your letter, using “Li Ming”

instead. Sample: Dear Mr. Guo, I am going to visit Songpan on July 30 and wish to stay at your hotel. My friend has just come back and warmly recommended it to me. My wife and I want to go horse trekking with the Happy Trails Horse Team. We will choose to go to the Ice Mountain, so it will take four days. We want a double room with a private bath for two nights, July 30 and August 3. Would you please tell us whether we could have such a room and how much it will cost us? I am looking forward to your reply. Sincerely yours

, Li Ming 询问信2 语言注意点：询问信应语言简洁、清晰，

无歧义。语气礼貌、恳切。 Directions 18 You are a tourist and

you want to experience a new way of traveling. Write a letter

inquiring about such a traveling program. Some necessary details

must be included. Do not sign your own name at the end of your

letter, using “Li Ming” instead. Sample: Dear Mr. Guo Chang

, My wife and I have read in the traveling book Lonely Planet about

your Happy Trails Horse Team. We are very much interested in

going horse trekking with your team. We want to choose the Ice

Mountain route , which will take four days , from July 31 to August 3. What should we take with us ? Will the guides provide accommodation for us ? How much will the tour cost each of us ? We will reach Songpan on the afternoon of July 30 at about 5 oclock. I hope it will not be too late when we arrive at your team. I am looking forward to your early reply. Sincerely yours , Li Ming

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