

祝贺信等五类书信怎么写（五）PDF转换可能丢失图片或格式，建议阅读原文

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介绍信1 结构要点：介绍信是向收信人介绍某人的信件，包含三个部分：1. 说明被介绍人的身份；2. 提出希望收信人做的事情；3. 如果是请收信人关照被介绍人，表示感谢；如果是请收信人与被介绍人共同工作，则对合作表示乐观。

Directions 19 Suppose that your friend is going to stay at a big city. Write a letter in about 100 words to introduce her to a friend there. Do not sign your own name at the end of your letter , using “ Li Ming ” instead. Sample :

Dear Linda , I want to introduce to you the bearer of this letter , Helen Herbert , who is a diligent and intelligent scholar just like you. She will attend an international conference on economics from August 27 through August 30 at the ShangriLa Hotel of your city. She will have no problem with her accommodation. I am sure a talk will benefit both of you a lot. I have given your mobile phone number to her , and I hope it will not cause any inconvenience for you. Thank you for your kindness and consideration. Sincerely yours , Li Ming

介绍信2 语言注意点：介绍信应措辞礼貌得体，对被介绍人的说明应简洁明了、重点突出。

Directions 20 Write a letter to inform a colleague of a coming visiting scholar in about 100 words. Do not sign your own name at the end of your letter , using “ Li Ming ” instead. Sample : Dear Anna , Please allow me to take this opportunity to introduce a visiting scholar , George Martin , from University of California at Berkeley. He will

be a member of our Program of AsiaPacific Economy for nine months. George is an enthusiastic and enterprising scholar. He has done various researches on American and Asian economies for more than ten years. I am sure that his participation will do a lot of help to our recent research. George will be arriving here on next Friday and he will soon go to visit you after arrival. You can introduce the overall development of our program to him , and then explore the details of cooperation. Sincerely yours , Li Ming 100Test 下载频道 开通 , 各类考试题目直接下载。详细请访问 [www.100test.com](http://www.100test.com)