

祝贺信等五类书信怎么写（一）PDF转换可能丢失图片或格式，建议阅读原文

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祝贺信1 结构要点：祝贺信是由于某种原因向收信人道贺的信件，一般包含三个部分：1. 点明要祝贺的事情，并向对方道贺；2. 详述祝贺的事情；3. 再次祝贺。

Directions 11 Suppose your friend Ellen is going to graduate from Fudan University and get a Masters Degree. Write a letter in about 100 words to congratulate her. Do not sign your own name at the end of your letter, using Li Ming instead.

Sample: Dear Ellen, How delighted I am when I hear that you are going to graduate from Fudan University and get a Masters Degree

! Though I cannot go to Shanghai to join in the celebration of your graduation owing to the long distance between the two cities, yet I wish to express my most earnest and ardent congratulations through this letter. For years you have made unremitting efforts in your specialized field and your diligence and intelligence at last win you honor. I am not only happy for but also proud of you from the bottom of my heart. I believe as an upandcoming person, you will use your head and hands to develop your career to a higher level after the graduation. May you achieve greater success in the future.

Yours sincerely, Li Ming 祝贺信2 语言注意点：祝贺信除了向对方道贺以外，还可表达祝福、期望等。语言应热情洋溢，满怀喜悦。

Directions 12 Suppose your friend Mr. Zhao has recently got a promotion. Write a letter in about 100 words to congratulate him. Do not sign your own name at the end of your

letter , using Li Ming instead. Sample : Dear Mr. Zhao , I am extremely glad to hear that you have got a promotion in your company. Congratulations ! It is excellent of you to get a promotion , for after all you have just been in the company for six months. As we all know , you are always a both hardworking and creative person , which is essential to achieve your goals in work. Moreover , your strong sense of responsibility enables you to win trust from people around you and thus win yourself various opportunities. I think that is why you can make achievements in such a short time. There is no doubt that you deserve the promotion. Having you as a friend , I really feel both proud and lucky because I can often learn so much from you. Best wishes. Yours faithfully , Li Ming

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