

考研英语写作范文之请求信(一) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/468/2021_2022__E8_80_83_E7_A0_94_E8_8B_B1_E8_c67_468004.htm

请求信是对收信人提出请求，并希望对方满足该要求。写请求信的重点是要写清楚为什么要请求他人做某事，请求他人做某事的原因。写请求信时首先要说明写作意图，一定要注意语气要礼貌，用词要规范；然后具体展开说明请求的原因；最后表示希望对方予以答复。写作“三步走”：介绍自己、提出请求>说明原因及其它事项>表达谢意、期盼答复 Tips：在许多情况下，请求信是写给不认识的人或者机构，所以在信的开头可以做一下简单的自我介绍。同时，由于提出的请求往往都是需要麻烦别人的事情，所以要注意语气的礼貌程度，不要吝啬你的感谢。（1）2006年真题

Directions：You want to contribute to Project Hope by offering financial aid to a child in a remote area. Write a letter to the department concerned, asking them to help find a candidate. You should specify what kind of child you want to help and how you will carry out your plan. You should write about 100 words on ANSWER SHEET 2. Do not sign your own name at the end of the letter. Use Li Ming instead. Do not write the address. 范文

：To Whom It May Concern, My name is Li Ming, a college student of Peking University, and I am writing in the hope of your assistance to find a needy child for whom I may provide financial support. First and foremost I would like to declare that I possess the financial ability to implement this plan owing to my decent income from part-time jobs. As to the candidate, I am hoping that he/she

comes from an elementary school of the less developed areas of Western China, who is forced out of school. I would like to pay for his/her tuition fee and other school expenses until he/she graduates from university. Thank you for your time. Yours cordially, Li Ming

译文：有关负责人：我叫李明，是北京大学的学生。我给您写这封信的目的是希望可以资助一名贫困学生，请您帮我物色一名合适的人选。首先我想声明我有着实现这个计划的财政能力，因为我现在的兼职工作可以给我带来不菲的收入。至于具体的人选，我希望他/她是来自经济落后的中国西部地区的一名小学生，因为贫困原因而被迫退学。我将支付该学生的学费和其它杂费等，直至其大学毕业。感谢您的时间和耐心。您真挚的，李明

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