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公众号：溯恩高中英语

# 应用文写作教学

## 感谢信





## Why do we write thank-you letters?

Thank You: the two most important words!

The power of saying "thank you" cannot be overstated.

Thank you letters only take a few minutes to write but they carry a lot of weight. Formal thank you letters may be the thing that makes you stand tall above the crowd while personal thank you letters can make someone else feel appreciated and special.

## How to Write a Thank You Statement

Start with a clear “Thank you.” For example, “Thank you for taking the time to meet with me today.”, “Thank you for your thoughtful gift.” or “Thank you for your hospitality and generosity during my stay in London.”

**sincere/grateful tone**



## How to Write Thank You Details

After you've expressed your thanks, elaborate with details about why you're thanking somebody.

If you're thanking a friend for a gift, explain why you're particularly grateful for it. Perhaps the new bike has enriched your after-school life and made you fall in love with cycling.



**sincere/grateful tone**

## How to Write a Final Thank You Statement

End with one more ***Thank you*** statement. After you've offered a little detail to illustrate your gratitude, offer [one more word of thanks](#).

Consider something along the lines of “Thank you again for everything you have done for me.” or “Thank you again for your thoughtfulness. It meant the world to me.”

**sincere/grateful tone**





## 高中英语应用文写作系列

### 3. 感谢信

I **also appreciate all the time you took to** do sth...

Writing an awesome thank you note for dinner

Which note would you like to receive?

Dear Mom,

Thank you for dinner. I liked it.

Love,  
Heidi

**TOO GENERIC**

Dear Mom,

Thank you for dinner last weekend. I enjoyed the salad with the homemade dressing. I also appreciate all the time you took to prepare dinner for us. I hope we can have dinner together again soon!

Love,  
Heidi

**AWESOME!!!!**



More tips on writing thank you notes for dinner at [www.tonsofthanks.com/Dinner](http://www.tonsofthanks.com/Dinner)

# 高中英语应用文写作系列

## 3.感谢信

Heading

February 07, 2007

Greeting

Dear Mrs. Groenhoff,

Body:  
(indented)

1<sup>st</sup> paragraph  
explaining  
thanks

I would like to thank you for the wonderful times I had in your fourth grade class. I always enjoyed your jokes, and the variety of activities that you allowed us to do. I especially liked the time we practiced writing letters by writing to a famous person! That was such a fun activity!

2<sup>nd</sup> paragraph  
with polite  
greeting

I hope you have a great end of the year, and enjoy your summer vacation. Thanks for being a wonderful teacher.

Closing  
Signature

Sincerely,  
Makenzi Timmons

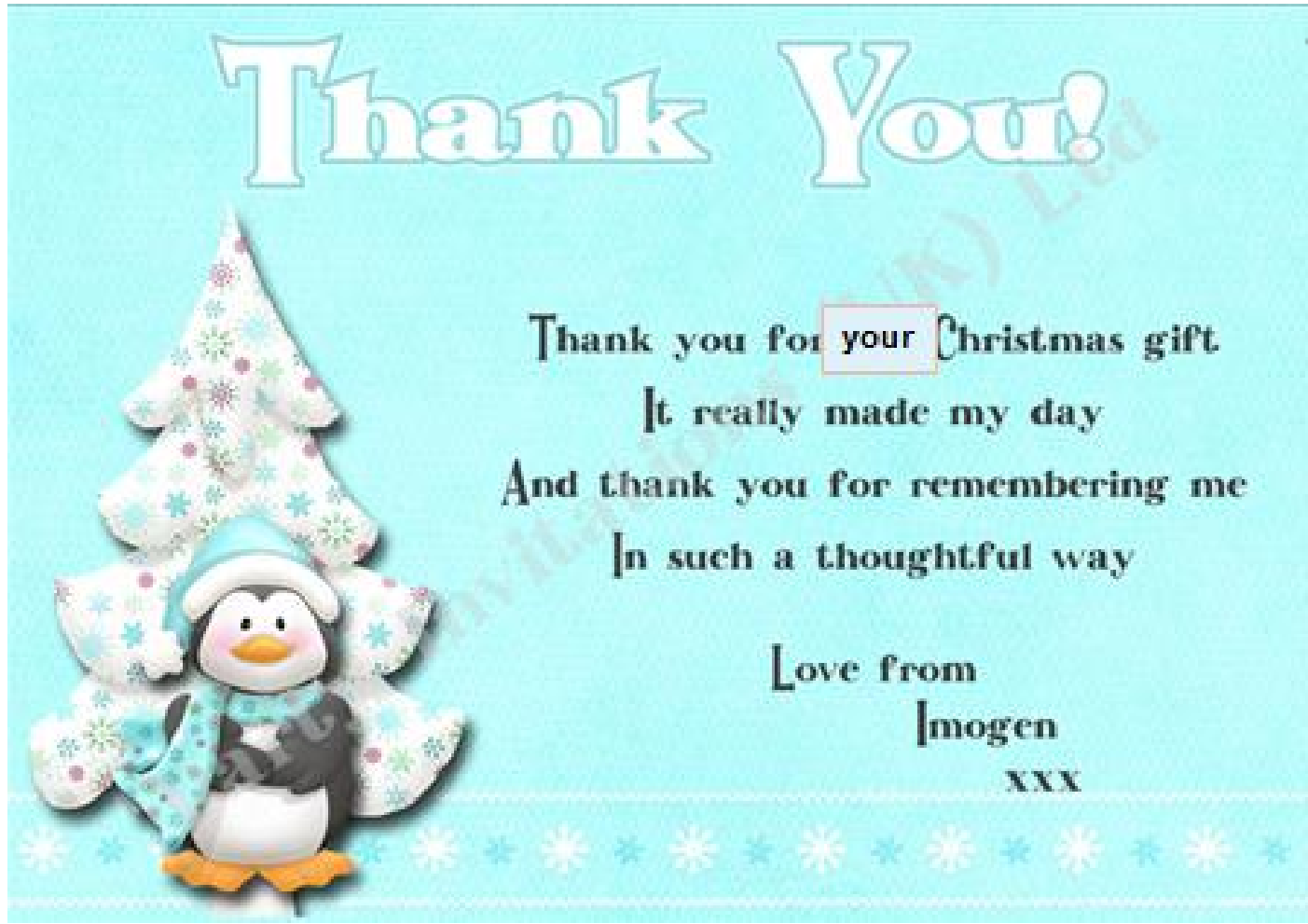
Thanks for **being a wonderful teacher.**





# 高中英语应用文写作系列

## 3. 感谢信



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www.chaohenedu.com

Your gift **made my day**.

Thank you for  
remembering me in such a  
thoughtful way.



# 高中英语应用文写作系列

## 3. 感谢信

### 2019年浙江高考真题

假定你是李华，经常帮助你学习英语的朋友Alex即将返回自己的国家。请给他写一封邮件，内容包括：

1. 表示感谢；
2. 回顾Alex对你的帮助；
3. 临别祝愿。

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www.sunedu.com



## 高中英语应用文写作系列

### 3. 感谢信

Dear Alex,

Your stay here has given me a time so joyful and inspirational and it's such a hard thing for me to say farewell.

Surely, it's your encouragement and instruction that've helped improve my spoken English, which used to be a barrier to hinder me from communicating with others freely. Also, your abundant knowledge of various cultures just inspire me to embrace different people and ideas. Most important is that lit by your optimism, I'll always be ready to face future challenges bravely.

Long distance separates no bosom friends and let's long for next get-together. Best wishes to you.

Sincerely yours,

Li Hua

### 3. 感谢信

Dear Alex,

Learning that you're leaving for the United States soon, I'm eagerly writing to express my heartfelt gratitude to you for your help.

During the past three years, it's so nice of you to have offered me classes of practical learning skills. Under your professional guidance, I have made unbelievable progress in English. It's really a pleasant surprise for me to even **rank first** in a recent English speech contest. Whenever I encounter difficulties, you always cheer me up and help me out, which fuels my enthusiasm for English and promotes me to regain tremendous confidence. *No words are strong enough to convey how grateful I am.*

Thanks again and wish you a pleasant journey home.

Yours,  
Li Hua

## 高中英语应用文写作系列

### 3. 感谢信

Dear Alex,

I've heard you'll go back to your country and I'd like to thank you for your help with my English during your time in China.

Our past conversations not only enhanced my oral skills, but also taught me about your country's unique etiquette and culture. Furthermore, you have been a patient teacher, giving me precious advice on how to improve my academic performance at school. I am now more passionate about English, as I'm intrigued by your amazing stories.

Have a safe trip and may you succeed in whatever you do.

Best regards,

Yours,  
Li Hua

3. 感谢信

Dear Alex,

**I am so regretful to know** that you are going to return to your country before long. We get along well with each other during your stay in China and you've **offered me lots of help**. I would like to **express my gratitude to you for your help with my English**.

In the past three years, you've spent your spare time helping me polish up my oral English. It is you who shared with me rich knowledge of English and English culture. All these really **mean a lot to me**. Never will I forget you and your kindness. **Thanks for being such a wonderful teacher and thanks again for everything you have done for me.**

**Wish you a pleasant journey home.**

Yours,  
Li Hua



## 高中英语应用文写作系列

### 3. 感谢信

模拟试题：

假定你是中学生李华，作为成员之一，刚刚访问完英国的姐妹学校Morley College回国，请你给该校校长Mr. Declan写一封感谢信，内容包括：

1. 感谢对方的热情款待；
2. 你的收获；
3. 邀请对方来访；

注意：

1. 词数80左右；
2. 可适当增加细节，以使行文连贯。



Dear Mr. Declan,

I'm writing to express our sincere gratitude for your ***hospitality and generosity*** during our stay in Britain. It was so nice and ***considerate of you*** to have prepared us so many cuisines of British flavor! We were also deeply impressed by the comfortable accommodation you arranged for us! And the activities you organized not only broadened our horizons but also promoted our mutual understanding. We now ***have a deeper insight into British culture***. Thanks again for ***all your efforts***!

We hope you can come to China and visit us in the near future!

Best regards!

Yours sincerely,

Li Hua