

党组织关系介绍信范本|英语介绍信范本

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介绍信有两种形式：一种是便函式的介绍信，一种是带存根的介绍信。那英语介绍信该怎么写呢？下面就让查字典范文网小编为大家带大家看看一系列的英语介绍信。望大家采纳。

英语介绍信范文篇一

dear mr. / ms. ,

this is to introduce mr. frank jones , our new marketing specialist who will be in london from april 5 to mid april on business.

we shall appreciate any help you can give mr. jones and will always be happy to reciprocate.

yours faithfully ,

yang ning

英语介绍信范文篇二

Dear Mr. Johnson ,

I take great pleasure in introducing Mary Brown one of my classmates and best friends to you. She is going to pursue her education as a postgraduate in your university after her graduation here. She and I had lived and studied together for four years. No friend deserves so much love and respect as she does. Now that we have finished our study here we had to part with each other.

Will you please give her some guidance in regard to the entrance examination? Any information you can provide , as well as your introduction for him to meet the future tutor shall be appreciated very much.

Yours truly ,

Emma

英语介绍信范文篇三

192 Singapore Road ,

Oct. 10 , 1999

Dear Mr. Lee ,

As I am leaving for New York immediately to pursue higher education , I shall be very grateful for a letter of introduction to your brother The-Sheng who , I understand , is now studying at Columbia University. I like very much to make the acquaintance of him who , I understand , has sojourned in the United States for quite a number of years and knows that country very well. I am sure I shall benefit immensely by his advice and guidance when I arrive at that American city , which is entirely strange to me .I plan to study at Columbia University during the first year of my stay in the United States and hope to approach your brother for detailed information regarding the entrance requirements of that institution if I can have the pleasure of meeting him.

With kind regards ,

Yours sincerely ,

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