

英语介绍信范文5篇

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ECMS帝国之家，为帝国cms加油！

英语介绍信集合8篇。笔者为您认真准备了一篇“英语介绍信”相关的资料。在工作中，需要处理大量文档。为了实现工作成果，通常会借鉴范文。范文的结构通常有很多层次，使得文章看起来富有深度。您是否也在纳闷如何能够找到优秀的范文呢。以下是小编整理的英语介绍信范文五篇，仅供参考，希望能够帮助到大家。

【篇一】英语介绍信

The Embassy of Germany in Beijing

此处写单位英文名称 People ' s Republic of China Presents its compliments to the Embassy of Germany in Beijing and has the honor to request for the issue of entry visas of Germany for
此处写学员姓名的汉语拼音, who is leaving China on October, 3, 20xx.此处写单位英文名称avails itself of this opportunity to renew to the Embassy of Germany the assurances of its highest consideration. · 介绍信模板 · 介绍信格式 · 实习介绍信 · 入党介绍信
· 自我介绍信此处写英文单位名称，并盖章

July 5, 20xx

【篇二】英语介绍信

subject: Introduction

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,

YangNing

尊敬的先生/女士，

现向您推荐我们的市场专家弗兰克.琼斯先生。他将因公务在四月五日到四月中旬期间在伦敦停留。

我们将非常感谢您向琼斯先生提供的任何帮助，并非常愿意回报您的帮助。

您诚挚的

杨宁

【篇三】英语介绍信

xxx

subject: introduction

dear mr. / ms,

we are pleased to introduce mr. wang you, our import manager of textiles department. mr. wang is spending three weeks in your city to develop our business with chief manufactures and to make purchases of decorative fabrics for the coming season.

we shall be most grateful if you will introduce him to reliable manufacturers and give him any help or advice he may need.

yours faithfully,

yang ning

译文

尊敬先生/小姐，

我们非常高兴向您介绍我们纺织部进口经理王有先生。王先生将在你市度过三周，他要与主要生产厂家拓展商务并为下一季度采购装饰织品。

如能介绍他给可靠生产厂家，向他提供所需任何帮助或建议，我们将不胜感谢。

您诚挚，

xx

【篇四】英语介绍信

Dear Mr. Li:

I'm sorry that I couldn't help you when you asked me to send you a letter of introduction to the director of the Institute of cancer in China. Unfortunately, I didn't see director Tom Carter of the National Cancer Institute that few days, and I didn't have the opportunity to mention your name to you because he was in the hospital, and if I happened to meet him, I would have mentioned you.

I sincerely hope you will do a good job in your research.

中文翻译：

亲爱的李先生：很抱歉，当你让我给你一封介绍信给我国肿瘤研究所所长的介绍信时，我很抱歉不能帮助你。不幸的是，那几天我没有见到美国国家肿瘤研究所的汤姆·卡特主任，也没有机会向你提起你的名字因为他在医院里，如果我碰巧碰到他，我一定会提到你的。我真诚地希望你的研究工作做得好。

【篇五】英语介绍信

Dear Anna,

I want to take this opportunity to inform you that Peter will be joining us shortly. He has worked in this field for twelve years and we are delighted that he has decided to join our company at this stage of our development.

He is a person of efficiency and responsibility and I have no doubt you will find a good partner in him.

Peter is currently involved in a project which might be of interest to you, and he shall be contacting you immediately after his arrival. I am sure it will be a happy and valuable experience for both of you.

Sincerely yours,

Henry

首段通告了Peter将要来到的消息，并对他做了简要介绍。次段继续介绍，并相信他将会成为收信人的好搭档。第三段说明了Peter将与收信人联系，并对双方的合作表达了信心。可以看出，这封信的写信人很可能是收信人的上级，所以行文不如上两封信那样客气。在上两封信中，写信人与收信人的关系都是平等的。

首段首句中的宾语从句中使用了将来进行时，请大家学习，第三段中也有这样的用法。次句中的stage表示“阶段”。第三段首句中的contact表示“联系”。次句中有形容词的平行用法。

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