**慰问信写作模板、写作框架及典型句式（学生版）**

**题型介绍**

慰问信是交际应用类写作中的一种，通常是指在同学、亲友考试失利、生病、受伤或遇到火灾、水灾、被盗等不幸事件时，向对方表示慰问的信件。慰问信要写得真诚，要围绕一个中心：鼓励对方并令其得到安慰和鼓舞。

**审题要点**

首先，要对书面表达的提示信息和题目要求进行审题，然后确定所写书面表达的体裁。注意不同的体裁一般需要采用与之对应的写作格式。慰问信为应用文体。

审题后确定框架如下：

第一段：开门见山说明写信的目的，表达自己真诚的慰问和深切的同情。

第二段：具体叙述事实，代表自己或集体表示慰问之情，这是慰问信的主体部分。

第三段：再次表示同情安慰，并提供力所能及的帮助及愿望。

**慰问信的拆解分析**

1. **首段：英文信函的特征是开门见山，慰问信的首段说明写信的原因，用来表达你的同情和安慰。**

**常用的开头句式：**

**（1）得知你的...去世了，我非常难过，我希望表达我最深切的同情。（因对方亲友去世表示慰问）**

I am sorry to learn of your ... death and wish to express my deepest sympathy.

1. **我很难过地得知你生病了/发生了意外。（因生病表示慰问）**

I would like to express my sorrow at your illness/accident.

1. **当我得知你没能通过...考试我非常震惊。（安慰对方考试没有通过）**

It shocked me when I was told that you couldn’t pass...examination.

1. **我写信对你在...中的遭遇表示我最深切的慰问。（因对方在自然灾害中遭受的损失表示慰问）**

I'm writing to express my deepest condolence on your great suffer from...

1. **主旨段: 主旨段是慰问信的主体，如果是对对方亲友去世进行慰问，要追忆之前的事情，赞赏这个人的善良等；如果是对考试失利进行慰问，要对对方进行安慰疏导；如果对对方遭受的意外伤害或生病表示慰问，要提出一些恢复健康的建议；如果对对方在火灾，地震中遭受的损失进行慰问，要鼓励对方战胜困难等；慰问是对对方遭受的不幸进行安慰，陈述事实时用一般过去时态，表示建议或提供帮助常用一般将来时态。**

**常用主旨段句式：**

1. **我认为未能...不完全怪你**

I don’t think it is entirely you who was to blame for your failing to...

1. **我们等不及要尽我们的全力来帮助你。**

We can’t wait to make our every effort to help you.

1. **我们为你捐了一点钱，期待这能帮你度过难关。**

We make a donation of some money, with the expectation that it can help you go through the difficulty.

1. **请不要灰心，众所周知，祸兮福所倚。**

Please don’t be depressed. As is known to all, happiness is where misfortune underlies.

**3. 结尾段：表达愿望和祝福，希望对方尽快克服难关。**

**结尾段常用句式：**

1. **我希望你能找到内心的力量，让你度过这段悲伤而艰难的时光**

I hope that you will find the inner strength to get you through this sad and difficult time.

1. **我们最深切地同情你。如果你想找人倾诉，请打电话给我们，我们会在那里等你。**

Our deepest sympathies are with you. Please call us if you want someone to talk to during this tough moment and we will be there for you.

1. **如果有我能帮忙的，请让我知道。**

Please let me know if there is anything I can do.

1. **我可以想象目前这对你来说有多难。我希望你努力克服各种困难，不管有多难。你一定会成功的。**

I can imagine how difficult it must be for you at present. I hope you will make efforts to overcome all kinds of difficulty, no matter how hard it is. You are sure to make it.

**真题再现及范文点评**

假定你是李华，你的同班同学王刚家乡10月4日遭受台风“彩虹(Typhoon Mujigae)”袭击，洪水毁坏了家园，你作为班长给正在家乡抗洪的他写一封慰问信，要点如下：

1. 对该同学表示关心；

2. 向其提供一些帮助，如捐助和补习；

3. 表达希望和对其重建家园的信心。

注意：1. 词数100左右；2. 可以适当增加细节，以使行文连贯；3. 开头语和结束语已为你写好。

**【优秀满分范文】**

Dear Wang Gang,

We’re so sorry to hear that a horrible and severe Typhoon Mujigae hit your hometown and your house is in ruins. We’re filled with deep sorrow. Please convey my sympathy to your family.

Thinking about your present situation, we cannot wait a minute to make every bit of our effort to help you. I, as a monitor, on behalf of our class, express our most sincere pity and care for you. Besides, we make a donation of some money, expecting that it can help you go through the difficulty. We believe that with the help of so many kind people, a better house can be rebuilt.

Finally, we’re all hoping you’ll be back soon and we will make up the lessons for you.

Best wishes!

Yours sincerely,

Li Hua

**精选练习**

据报道，7岁的美国女孩Amy Bruce得知自己身患肺癌(lung cancer)后处于极度的痛苦之中，美国抗癌协会(ACS)决定，每当Amy收到一封慰问信，就给她增加3美分的治疗款。
假如你是新华中学的学生李华，请你用英文给Amy写一封慰问信，主要内容包括：
1. 自我介绍
2. 表示鼓励
3. 打算为她做什么
4. 祝她早日康复

Dear Amy

I’m Li Hua from Xinhua Middle School of China. I am shocked at the news that so young a body is suffering from so bad a disease.

I am crossing my fingers for you in the hope that good luck will get along well with you. You are young and have a promising future. Fight bravely against the bad luck and you’ll again have a bright childhood. I’m sure you’ll win.

It is reported that the American ACS have decided that they will add three cents to your treatments every time you receive a comfort letter. So I will tell all my friends about your suffering and ask them to write to you. With the help of all warmhearted people, you will get enough money for your cures.

 Hope you can recover soon.

Yours sincerely

Li Hua

【范文译文】

我是中国新华中学的李华。听到这么年轻的身体就患上如此严重的疾病的消息，我感到震惊。

我为你祈祷，希望好运能与你永远相随。你还年轻，前途无量。勇敢地与厄运抗争，你会再次拥有一个光明的童年。我相信你会赢。 据报道，美国ACS已经决定，每次你收到安慰信，他们都会给你的治疗增加3美分。所以我会把你的遭遇告诉所有的朋友，让他们给你写信。在所有热心人的帮助下，你会得到足够的钱来治病。 希望你早日康复。