# 出国留学英语介绍信模板

来源：网络 作者：落日斜阳 更新时间：2024-08-08

*出国留学英语介绍信对于我们申请留学的小伙伴来说还是十分重要的，那么，这个介绍信要怎么写呢?下面是小编搜集整理的出国留学英语介绍信模板，欢迎阅读，更多资讯尽在介绍信栏目! 出国留学英语介绍信 I am pleased to write ...*

出国留学英语介绍信对于我们申请留学的小伙伴来说还是十分重要的，那么，这个介绍信要怎么写呢?下面是小编搜集整理的出国留学英语介绍信模板，欢迎阅读，更多资讯尽在介绍信栏目!

出国留学英语介绍信

I am pleased to write this letter for my former student Miss Nan Li，who graduated from this College with an L.B.degree in June 1978.Miss Li was admitted to the Department of Law of this College in 1974 through highly competitive entrance examination whi ch is conducted annually and is open to the whole nation.Even in such asel

ective group.Miss Li made herself distinguished.As professor and dean of the College，I have access to her records of academic work and moral conduct，In her fourth year study，I instructed her in Anglo-American Laws on Trespass.So Ihave known her quite well.Miss Lis performance，like that in many other courses she taken，was excellent with asuperior grade of 86 for the first semester，and 84 for the second semester.

In our university and in other university here，80 is consideredA，the highest level.As far as Iknow，Miss Li wishes to continue her study in Law for an advanced degree.I am sure she has had sufficient prerequisite knowledge for the subject and certainly has the ability to undertake the study.I recommend Miss Li without reservation and shall appreciate your favorable consideration of her application.

出国留学英语介绍信

To Whom It May Concern: As the Dean of Stonewell College， I have had the pleasure of knowing Hannah Smith for the last four years. She has been a tremendous student and an asset to our school. I would like to take this opportunity to recommend Hannah for your graduate program. I feel confident that she will continue to succeed in her studies. Hannah is a dedicated student and thus far her grades have been exemplary. In class， she has proven to be a take-charge person who is able to successfully develop plans and implement them. Hannah has also assisted us in our admissions office. She has successfully demonstrated leadership ability by counseling new and prospective students.

Her advice has been a great help to these students， many of whom have taken time to share their comments with me regarding her pleasant and encouraging attitude. It is for these reasons that I offer high recommendations for Hannah without reservation. Her drive and abilities will truly be an asset to your establishment. If you have any questions regarding this recommendation， please do not hesitate to contact me. Sincerely， Roger Fleming Dean of Stonewell College 。

出国留学英语介绍信

At the request of Mr.Xizhen Chen，my former student in the Department of Computer Science，Beijing Univ.of Sciences，I am glad to write this letter furnishing my uation ofhis academic aptitude for your reference.Mr.Chen is interested in your graduate program in Computer Science.I came to know him in September 1987 when Mr.Chen enrolled in my class on FORTRAN IV Programming，a three semesterscourse.In the class he was one of the most outstanding students.At the semester final he earned ahigh grade of 81，which should beAaccording to our grading system.I also ound him good at other studies.After the class，he had personal talks with me several times.

He indicated agreat interest in computer hardware，In my opinion，Mr.Chen has apotential in Computer Science，which can be further developed.In view of his previous achievements in this College，I am firmly convinced that Mr.Chen will make asuccessful graduate student.Your favorable consideration of his admission will be hi ghly appreciated.

拓展阅读：英语介绍信个格式

1 文体介绍

正式介绍信是写信人因公务把自己的同事或业务关系介绍给某单位或某个人。 这种介绍信言和格式比较规范、严谨， 内容一般包括以下几个方面：

(1)简单地介绍一下被介绍人的身份和情况。

(2)说明事由，并要求对方对被介绍人提供某种帮助。

(3)对对方的帮助预先表示感谢。

(4)如果是熟悉的业务往来或老的工作关系，也可以附带询问一下工作上的近况和向对方致以问候。

(5)介绍信一般篇幅不长，前三个方面的内容常常可以放在一个段落里。

2 实用范例

(1)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，

yang ning

本文档由站牛网zhann.net收集整理，更多优质范文文档请移步zhann.net站内查找