

Tổng hợp bài mẫu viết thư bằng tiếng anh B2

Bài mẫu viết thư Vstep B2 - Thư xin lỗi

Task 1: Recently you had a party at your house. There was a lot of noise late at night and you disturbed your next-door neighbor. Write a letter to your neighbor. In your letter

- Explain the reasons for the noise
- Apologize
- Describe what action you will take to prevent it from happening again

Dear Mr. and Mrs. Smith,

I am writing to extend my sincere apologies for the disturbance caused by my birthday party last Saturday.

During the celebration with my friends to mark my 30th birthday, an unfortunate altercation broke out between two individuals approximately two hours into the gathering, the details of which remain unclear to me.

I deeply regret any disruption to your peace and tranquility, and I am truly sorry for any inconvenience caused. I understand the importance of maintaining a serene environment in our neighborhood, and the incident at my party should not have encroached upon your comfort.

To ensure that such incidents do not recur and to uphold the harmony of our community, I have made the decision to refrain from hosting parties in my unit in the future.

Once again, please accept my heartfelt apologies for any inconvenience or distress caused.

Kind regards,

[Your Name]

Bài mẫu viết thư Vstep B2 - Thư cảm ơn

Task 1: You are a student who has just returned to your home country. Write a letter to thank your homestay family. In your letter

- Thank you and tell them what you liked about the city you lived
- Say thanks to their children for helping you learn English
- Tell them what you like the most during your stay at their home

Dear Mr. and Mrs. Charles,

I hope this letter finds you well. I wanted to take a moment to express my heartfelt gratitude for your incredible hospitality during my recent stay with you and your family.

My time in London was truly unforgettable, thanks in large part to your kindness and warmth. Exploring the city's beauty and vibrant atmosphere was an enriching experience, and I feel immensely fortunate to have had the opportunity to visit so many fascinating places and make new friends along the way.

Your family, including Libby and Tom, holds a special place in my heart, and I find myself missing our time together dearly. Our conversations and the delicious meals you prepared not only made me feel at home but also contributed greatly to improving my spoken English.

I have been eagerly sharing stories of my time in London with my parents and friends back in Vietnam, and they are equally captivated by the experiences I had while staying with you.

I sincerely hope to have the chance to visit you again in the near future, perhaps in a year or two. Until then, please accept my best wishes for you and your family. May you continue to be blessed with happiness and prosperity.

Warm regards,

[Your Name]

Bài mẫu viết thư Vstep B2 - Thư yêu cầu

Task 1: Write to an English speaking-college regarding a course you intend to take.

- Ask questions about the course.

- Ask about the course fees
- Confirm the fee quoted to you is correct when you will stay at the college hostel.

Dear Sir/Madam,

I hope this letter finds you well. My name is [Your Name], and I am a prospective student who will be attending Harvard University starting in the autumn. I am writing to inquire about a few matters that I would greatly appreciate your assistance with.

Firstly, I have heard that as an English major, four papers must be completed during the first year of school. I am eager to know more about the topics covered in these papers and what specific areas I should focus on in my studies. Additionally, I am curious to know if there are opportunities to learn additional material concurrently with these papers.

Secondly, I would like to inquire about the cost of the course. While I have been awarded a scholarship, I am uncertain if it will cover all of my tuition and living expenses. Any information regarding the total cost and potential financial aid options would be immensely helpful.

Lastly, I have made a reservation at the university dormitory, and I have been informed that the price is \$200 per week. I would appreciate it if you could confirm this information for me.

Thank you very much for taking the time to address my inquiries. Your assistance is greatly appreciated.

Faithfully yours,

[Your Name]

English for Everyone

Bài mẫu viết thư Vstep B2 - Thư mời

Task 1: You want to invite a friend's family abroad to visit your home during their upcoming trip to Vietnam. Please write an invitation letter with the following information:

- Ask when your friend's family's next trip will be
- Share interesting places you can visit when coming to Vietnam
- Express your expectation that their family will visit your home

Dear [Recipient's Name],

I trust this letter finds you and your loved ones in good health. I've been reminiscing about our past encounters and pondering when you might plan your next journey to Vietnam. It has been far too long since our last reunion, and I would relish the opportunity to extend my hospitality to you and your family during your visit.

Vietnam boasts an array of cultural marvels and natural wonders awaiting exploration. Whether it be strolling through the ancient alleys of Hanoi or embarking on a scenic cruise through the awe-inspiring landscapes of Ha Long Bay, there is an abundance of experiences to indulge in. I would be delighted to accompany you on these adventures and ensure that your time here is truly unforgettable.

Furthermore, I earnestly hope that you will grace me with a visit to my humble abode during your stay. It would be a privilege for me to share our Vietnamese traditions and create cherished memories together.

I eagerly anticipate learning more about your travel arrangements and am hopeful for the opportunity to welcome you to Vietnam in the near future.

Warm regards,

[Your Name]

Bài mẫu viết thư Vstep B2 - Thư phản hồi, phàn nàn

Task 1: You have recently subscribed to a new magazine. A representative of a magazine has asked you to give some feedback on their magazine. Write a letter to the representative of the magazine that includes the following information:

- Detail of why you bought the magazine
- What you liked about the latest edition
- Any improvements you would recommend

Dear Sir/Madam,

I am writing to share my feedback on your publication, particularly regarding your recent magazine issue.

I was drawn to purchase the magazine due to its coverage of topics related to my passion for bird watching. As an avid bird enthusiast, I am always on the lookout for new locations to photograph birds, and your magazine appeared to offer a wealth of promising suggestions.

Of all the content in your latest issue, the article discussing bird viewing spots in nearby national parks stood out to me the most. I appreciated the detailed insights into the recent changes within these parks, specifically tailored to birdwatchers like myself.

I would like to commend your team on creating informative and engaging content. To further enhance the magazine's appeal, I would suggest streamlining its content by reducing its length and incorporating fewer photographs.

I genuinely hope that my suggestions and feedback prove valuable to you. Thank you for considering my input.

Warm regards,

[Your Name]

Bài mẫu viết thư Vstep B2 - Thư xin việc

Task 1: You want to apply for the position of Sales Officer at a company. Write a cover letter with the following content:

- State your interest in this position.
- Details of work experience and skills.
- Express your desire to be called for an interview and be willing to provide additional information if needed.

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Sales Officer position recently advertised by your esteemed company. With a robust background in sales and a dedication to delivering outstanding customer service, I am confident in my ability to make a valuable contribution to your team.

In my previous role as a Sales Associate at XYZ Company, I consistently surpassed sales targets through the effective utilization of my strong communication and negotiation abilities. I excel in cultivating and nurturing positive client relationships, understanding their needs, and delivering tailored solutions to meet their expectations.

I am particularly drawn to your company's dedication to innovation and customer satisfaction, and I am eager to contribute to such a dynamic environment. I am excited

about the opportunity to further discuss how my skills and experience align with the requirements of your team.

Thank you for considering my application. I am available for an interview at your earliest convenience and am prepared to provide any additional information you may require.

Yours sincerely,

[Your Name]

