

Còn chần chừ gì mà không theo dõi và thử áp dụng ngay các mẫu viết email bằng Tiếng Anh đơn giản - dễ hiểu - chính xác cho mọi trường hợp cụ thể được bài viết chia sẻ dưới đây. Xem ngay!



## MẪU EMAIL BẰNG TIẾNG ANH THÔNG DỤNG

### *Bài mẫu viết email bằng Tiếng Anh gửi cho bạn*

Sau đây là cách viết email bằng Tiếng Anh cho bạn đã được chúng tôi tổng hợp chi tiết để gửi đến bạn:

### **- Bố cục bài mẫu viết thư cho bạn bằng tiếng Anh**

**Phần 1:** Phần Mở đầu: Lời chào, giới thiệu chủ đề sắp nói đến.

- Lời chào:

Ví dụ:

Dear + <recipient's name>

(Thân gửi + <tên người nhận>)

- Giới thiệu bản thân: Có nhiều cách giới thiệu bản thân, tùy thuộc vào sự gần gũi của mỗi quan hệ và cá tính riêng của bạn. Nếu bạn và người đó thường xuyên viết thư cho nhau thì có thể bỏ qua phần này nhé.

Ví dụ:

My name is + <your name>. We met at + <date, location>.

(Tên mình là + <tên của bạn>. Chúng ta từng gặp ở + <thời gian, địa điểm>.)

- Lời đáp lại bức thư cuối được nhận (nếu có):

Ví dụ:

Thank you for your letter.

(Cảm ơn về bức thư của bạn.)

Thank you for responding to my letter.

(Cảm ơn vì bạn đã phản hồi bức thư của mình.)

- Giới thiệu về chủ đề sắp nói:

Ví dụ:

In this letter, I will talk about + something.

(Trong bức thư này, mình sẽ nói về + chuyện gì đó.)

I'm writing this letter to tell you about + something.

(Mình đang viết thư này để kể cho bạn về + chuyện gì đó.)

**Phần 2:** Phần Thân bài: Kể về câu chuyện mà bạn muốn nói.

- Mở đầu câu chuyện
- Diễn biến câu chuyện
- Kết thúc câu chuyện
- Bài học rút ra từ câu chuyện (nếu có)
- Kỉ niệm đáng nhớ nhất trong câu chuyện (nếu có)

**Phần 3:** Phần Kết thúc: Lời nhắn nhủ tới người nhận, ký tên.

- Lời nhắn nhủ:

Ví dụ:

I look forward to hearing from you.

(Mình mong chờ phản hồi từ bạn.)

Hope to hear from you soon.

(Mong sẽ nhận được phản hồi từ bạn sớm.)

- Ký tên:

Ví dụ:

Sincerely,

<your name>

(Người bạn chân thành của bạn,

<tên người viết>)

Your friend,

<your name>

(Bạn của bạn,

<tên người viết>)

Best wishes,

<your name>

(Gửi những lời chúc tốt đẹp nhất đến bạn,

<tên người viết>)

### **- Một số mẫu viết email bằng Tiếng Anh gửi cho bạn,**

#### **Mẫu 1:**

Dear Ha,

Thank you for your last letter. I am happy to know that you have been well. Today I want to tell you about a vacation that I just went on. It started 3 days ago.

My family and I decided to go to Ha Noi to blow off some steam. It is the first time that we go there. We started at the Old Quarter. There were various types of delicious food for us to try. My favorite dish was the famous beef pho. I found a lot of shops that sell unique After that, we saw the Sword Lake and the Turtle Tower. I had Trang Tien ice cream and it was so yummy! We also got to see the Temple of Literature and learned about the history of examinations in the past. It was an eye-opener for our family. If you want, I can tell you about it.

How was your summer holiday? I want to know all the details. I look forward to hearing from you.

Best wishes,

Minh Anh.

## **Mẫu 2:**

Dear Johnathan,

How are you? I have missed you since the last time we met. You might be wondering why I am writing you a letter. I heard that you are coming to Vietnam for a week, so I want to invite you to my hometown and hang out.

I live in beautiful Thai Nguyen. Thai Nguyen is famous for its wonderful scenery. I think you would love to see our green hills. We are very proud of our resources of tea, oranges, pomelos,... I will not spoil too much, you have to see them yourself. Another thing that tourists love about Thai Nguyen is the people. Thai Nguyen people are very friendly and warm-hearted. A lot of the people here are good at English, which is delightful for tourists. You should see some popular attractions here like Nui Coc Lake, Bo Dau Trade Village,...

There are so many more things about Thai Nguyen that I hope you can see. I look forward to hearing from you soon. Hopefully we can meet again soon.

Sincerely,

Tuan Anh.

### **Mẫu 3:**

Dear Becky,

How have you been? I haven't heard from you in a while so I thought I should write you a letter. My life has changed a lot since the last time we talked about a year ago. I graduated from middle school and now I am in 11th grade. I had to say goodbye to lots of old friends but luckily I am still close friends with a few of them. My first year of highschool was quite tough. I had to try to make new friends. I am shy but eventually I had a best friend in class. The teachers in my school are very nice and knowledgeable. The subjects in highschool are difficult for me. I struggled a lot to get by. Now I am more used to my school schedule but I am still stressed.

How about you? I want to know how your school life has been for the past year. I hope we keep in touch.

Best wishes,

Khanh Linh.

### **Mẫu 4:**

Dear Minh Thu,

How was your past week? I am writing this letter to tell you about my current job. I am now a full-time Marketing Intern in a company near my home. It is the first job that I have. When I heard that I had to get an intern job, I was nervous and excited at the same time. On the first day, I was welcomed by many people in the office. My manager seemed very kind and intelligent. An employee showed me around the company and we chatted a little bit. After that, I was told to read some documents about the company's products. My job mostly includes writing content about the products. I found it really interesting and challenging too. I made some new friends at work. When I have any issues, they will help me out. At first, I thought this job would be really tough but it turned out that it is not so bad. In fact, I feel happy when I go to work.

That was my update on my first job. I hope to hear from you soon.

Best regards,

Kyle.

### ***Viết email xin việc bằng Tiếng Anh***

Rất nhiều câu hỏi như cách viết email gửi CV bằng Tiếng Anh? Viết email gửi CV bằng Tiếng Anh sao cho hay và chuyên nghiệp nhất? Mời bạn tham khảo một số cách viết email xin việc bằng Tiếng Anh hay và ấn tượng được chúng tôi chia sẻ đầy đủ dưới đây:

#### **Mẫu 1:**

Dear [Hiring Manager's Name],

I recently saw your job posting for the [Job Title] position on [where you saw it]. Based on the information you provided, I am quite interested in this position. Upon

review of my application materials, I hope that you can see why I would be a good fit for this job.

[Two paragraphs that detail your previous job experience. Explain how it directly relates to the role you're applying to.]

My resume is attached to the email. Thank you for taking the time to look through my application materials. If you have any questions about the information I included, please reach out. I look forward to hearing from you.

Sincerely,

[Your Name]

## **Mẫu 2:**

Dear Mr. Davies,

I recently saw your job posting for the Dog Walker position on Glassdoor. Based on the information you provided, I am quite interested in this position. Upon review of my application materials, I hope that you can see why I would be a good fit for this job.

Ever since I was a child, I have had a deep love for animals, especially dogs. I grew up with two Yellow Labs, so I understand the importance of staying in control while walking strong dogs. Along with walking my own dogs, I have over five years of experience taking care of my neighbor's two dogs while they are away.


For the past two years, I have been taking dog training courses through We Love Dogs. I have learned a lot about dog behavior, especially when they are on a lead.

With this knowledge of dog training, I can ensure your dog will be safe and well-behaved on walks.

My resume is attached to the email. Thank you for taking the time to look through my application materials. If you have any questions about the information I included, please reach out. I look forward to hearing from you.

Sincerely,

Leslie Reals

  
Nguyen Van A  
Tan Binh, HCMC  
E: nguyen....@gmail.com

14<sup>th</sup> June 2014

**Ms Nguyen Van B**  
HR Manager  
ABC manufacturing company  
Tan Binh, HCMCT

Dear Ms. B,

**Apply to: Accountant position**

I am writing to apply for the Accountant position which was advertised on the Careerlink.vn website.

I completed my Bachelor degree with an accounting major in 2012. After graduation, I worked as an Accountant at DEF manufacturing company. My duties included reconciling bank transaction and all payment by cash and credit card to make sure all accuracy, supervising all payable accountant/ receivable accountant, assisting Chief Accountant to check the accountant 's record, making tax reports ex: VAT, PIT and CIT, calculating Fixed asset and prepared expenses.

You will find me to be a positive, motivated and hard-working person who is keen to learn and contribute. Given the opportunity, I would apply myself with enthusiasm to all tasks, ensuring that I get the job done accurately and efficiently.

As part of my application I have attached my resume for your consideration. I look forward to meeting with you and discussing my qualifications in more detail.

Yours sincerely,  
Nguyen Van A

**Mẫu 3:**



Dear Hiring Manager,

Your job posting on Craigslist for an Assistant Communications Director piqued my interest. Your description of the work responsibilities for the Assistant Director role closely matches my experience, and so I am excited to submit my resume to you for your consideration.

In my position as an Assistant Communications Director for ABC Company, I wrote articles for the company website, edited and posted contributed articles, managed their social media presence, and wrote and sent out a weekly email newsletter to subscribers. I also implemented an automated email tool that grew the company's subscriber base by 40% within six months.

While Assistant Communications Director for Assemblyperson Janet Brown, I researched, drafted, and amended legislation, wrote press releases, and was responsible for office communications and correspondence.

My resume is attached. If I can provide you with any further information on my background and qualifications, please let me know.

I look forward to hearing from you. Thank you for your consideration.

Sincerely,

Joseph Green.

**Tham khảo thêm:**

- [Top CV xin việc - Mẫu đơn xin việc đẹp nhất](#)
- [Mẫu sơ yếu lý lịch học sinh, sinh viên 2022 \(Mới nhất\)](#)

## *Cách viết email bằng Tiếng Anh cho đôi tác*

### **Phần mở bài email Tiếng Anh – Beginning**

#### **- Lời chào**

Bạn hãy mở đầu email Tiếng Anh bằng việc xưng hô và chào hỏi sao cho phù hợp với người nhận thư. Những cách thường được sử dụng như:

- Trường hợp 1: Viết thư Tiếng Anh gửi cho 1 hoặc 2 người:
  - Dear [Tên],
  - Dear [Tên1] and [Tên2],
  - Hello [Tên],
  - Hi [Tên],
- Trường hợp 2: Khi bạn không rõ tên người nhận thì lời chào mở đầu thư Tiếng Anh là:
  - Dear Sir,
  - Dear Madam,
  - Hello,
  - Dear Hiring Manager,
  - Greetings,...
- Trường hợp 3: Thư gửi nhiều hơn 3 người:
  - Hello everyone,
  - Hi team,
  - Hello all,
  - Good morning/afternoon/evening,

Lưu ý trong cách viết email bằng Tiếng Anh:

- Mrs được dùng cho người nhận là phụ nữ đã kết hôn. Mặt khác, phụ nữ chưa lập gia đình thì sử dụng Miss. Trong trường hợp không biết rõ vấn đề này, cách mở đầu email Tiếng Anh vẫn giữ được sự trân trọng là: Dear Sir / Dear Madam.
- Trường hợp viết thư cho người nước ngoài, hãy chào hỏi bằng Last name (Họ). Chẳng hạn bạn gửi cho người đàn ông tên Kelvin Blair thì mở đầu email là Dear Mr.Blair. Nếu là người Việt, bạn cần gọi bằng họ tên hoặc tên riêng, chẳng hạn: Dear Mrs. Duong Tu Anh or Dear Mrs. Tu Anh.

### ***- Câu chào hỏi ban đầu***

Sau lời chào, bạn cần có những câu chào hỏi nhằm để lại ấn tượng và tạo sự thoải mái cho người đọc. Sau đây là một số gợi ý về câu chào hay:

I hope this finds you well. (Tôi hy vọng bạn giữ gìn sức khỏe thật tốt)

Hope all is well. (Hy vọng mọi người đều khỏe)

Hope you had a terrific weekend. (Hy vọng bạn đã có 1 tuần làm việc tốt đẹp)

Thank you so much for getting back to me. (Cảm ơn vì đã phản hồi)



**- Giới thiệu (cho biết lý do viết thư này)**

- Trường hợp 1: Viết email bằng Tiếng Anh để trả lời cho ai đó

Thanks for contacting JoJo Media (Cảm ơn vì đã liên hệ với JoJo Media)

I am very happy to receive your email. (Tôi rất vui vì đã nhận được email của bạn)

- Trường hợp 2: Cách viết email bằng Tiếng Anh khi bạn là người chủ động

I am writing to confirm my ticket booking/ to make a hotel reservation. (Tôi viết thư để xác nhận việc đặt vé/ để đặt phòng khách sạn)

I am writing with regard to the complaint you made on 17th December/ to your registration of City Gym Membership. (Tôi viết thư này liên quan đến việc giải đáp những khiếu nại của bạn vào ngày 17/12/ để đăng ký Hội viên phòng gym)

With reference to our telephone conversation on Saturday, I would like to let you know that we will compensate 30% of the product for you. (Liên quan đến cuộc trao đổi trên điện thoại của chúng ta vào Thứ 7, tôi muốn thông báo cho bạn về việc chúng tôi sẽ bồi thường cho bạn 30% giá trị sản phẩm).

**- Ví dụ về cách mở đầu thư khác nhau:**

- Ví dụ 1: Khi nộp đơn xin việc

Dear Jane, (Gửi Jane,)

I hope this finds you well. I'm writing response to your job posting for the Reception Associate Position (Tôi hy vọng bạn giữ gìn sức khỏe thật tốt. Tôi viết thư này để ứng tuyển vào vị trí Reception Associate mà công ty đã đăng lên)

- Ví dụ 2: Kết thúc phỏng vấn xin việc và đợi phản hồi

Hello John, (Xin chào John,)

Thank you again for taking the time to meet with me about the Accounting Manager position today (Một lần nữa xin cảm ơn vì đã dành thời gian phỏng vấn tôi vào vị trí Accounting Manager)

- Ví dụ 3: Tổ chức cuộc họp

Greetings team, (Chào cả nhóm,)

I'm reaching out to set up a meeting about the upcoming project (Tôi liên hệ để sắp xếp một cuộc gặp mặt liên quan đến dự án sắp tới)

- Ví dụ 4: Giới thiệu thành viên mới

Hello Key, (Chào Key,)

I'm writing to introduce you to the newest member of our HR team, Haley Farber (Tôi viết thư này để giới thiệu thành viên mới nhất của bộ phận nhân sự, Haley Farber)

- Ví dụ 5: Thư nhận lời làm việc

Hi there Kiran, (Chào Kiran,)

Thank you so much for getting back to me. I'm excited to learn about the offer (Cảm ơn vì đã phản hồi. Tôi rất mong được hướng dẫn kỹ hơn về lời đề nghị này)

### **Phần nội dung chính của bức thư – Body**

Dưới đây là các dạng, nội dung email phổ biến kèm ví dụ:

- **Dạng 1:** Making a request/ asking for information (Thực hiện một yêu cầu/ hỏi thêm thông tin)

<b>Tiếng Anh</b>	<b>Tiếng Việt</b>
Could you please let me know if you can attend our Anniversary Party?	Bạn có thể vui lòng báo cho tôi biết nếu bạn có thể tham dự bữa tiệc kỉ niệm của chúng tôi?
Could you please let me know if you are available for a meeting on 16th October?	Bạn có thể vui lòng báo cho tôi biết nếu bạn có thể tham dự cuộc họp vào ngày 16/10?
I would appreciate it if you could please	Tôi sẽ rất cảm ơn nếu bạn có thể vui

send me a notebook	lòng gửi tôi một cuốn sổ ghi chú
I would appreciate it if you could please reply within three days	Tôi sẽ rất cảm ơn nếu bạn có thể vui lòng hồi âm trong vòng 3 ngày
Please let me know how much the tickets cost and which promotions are currently available	Làm ơn hãy cho tôi biết giá vé và các chương trình khuyến mãi hiện có

- **Dạng 2:** Offering help/ giving information (Đề nghị giúp đỡ/ cung cấp thông tin)

Tiếng Anh	Tiếng Việt
We are happy to let you know that your article has been selected for publication	Chúng tôi rất vui mừng thông báo rằng bài viết của bạn đã được chọn để xuất bản
We are willing to arrange another meeting with the manager	Chúng tôi sẵn lòng sắp xếp một cuộc họp khác với người quản lý
Should you need any further information, please to contact hotline 0887.965.789	Nếu bạn cần thêm bất kỳ thông tin nào, hãy vui lòng liên hệ hotline 0887.965.789
We regret to inform you that the flight has been delayed due to bad weather conditions	Chúng tôi rất tiếc phải thông báo rằng chuyến bay đã bị hoãn bởi điều kiện thời tiết quá xấu

- **Dạng 3:** Complaining (Phàn nàn)

<b>Tiếng Anh</b>	<b>Tiếng Việt</b>
I am writing to express my dissatisfaction with your customer service	Tôi viết thư này để bày tỏ sự không hài lòng với dịch vụ chăm sóc khách hàng của bạn
I am writing to complain about the quality of your products	Tôi viết thư này để khiếu nại về chất lượng sản phẩm của bạn
We regret to inform you that your payment is considerably overdue	Chúng tôi rất tiếc phải thông báo rằng thanh toán của bạn đã quá hạn quy định
I am interested to hear how your company can compensate us for the distress we suffered	Tôi đang rất quan tâm đến thông tin về việc công ty sẽ bồi thường như thế nào về những thiệt hại mà chúng tôi phải gánh chịu

- **Dạng 4: Apologizing (Thư xin lỗi)**

<b>Tiếng Anh</b>	<b>Tiếng Việt</b>
We would like to apologize for any inconvenience caused	Chúng tôi muốn gửi lời xin lỗi vì những bất tiện mà chúng tôi đã gây ra
Please accept our dearest apologies for this delay	Làm ơn hãy chấp nhận lời xin lỗi chân thành của chúng tôi vì sự chậm trễ này
Please let us know what we can do to compensate you for the damages caused	Làm ơn hãy cho chúng tôi biết chúng tôi có thể làm gì để bồi thường những thiệt hại mà chúng tôi đã gây ra
I am afraid I will not be able to attend	Tôi e rằng mình không thể tham dự cuộc



the meeting tomorrow	họp ngày mai được
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- **Dạng 5:** Attaching files (Đính kèm tệp)

Tiếng Anh	Tiếng Việt
I am sending you the contract as an attachment	Tôi đã gửi cho bạn hợp đồng trong phần tài liệu đính kèm
Please find attached the file you requested	Vui lòng tìm tài liệu bạn cần trong phần đính kèm
I am afraid I cannot open the file you have sent me	Tôi e rằng tôi không thể mở được các tệp đính kèm mà bạn đã gửi
Could you send it again in PDF format?	Bạn có thể gửi lại tài liệu ở định dạng PDF được không?

Dear sir/madam:

We would like to invite you to an exclusive presentation of our new [product]. The presentation will take place at [location], at [time] on [date]. There will also be a reception at [time]. We hope you and your colleagues will be able to attend.

[Company] is a leading producer of high-quality. As you well know, recent technological advances have made increasingly affordable to the public. Our new models offer superb quality and sophistication with economy, and their new features give them distinct advantages over similar products from other manufacturers.

We look forward to seeing you on [date]. Just call our office at [phone number] and we will be glad to secure a place for you.

Sincerely yours,

[name]

[title]

## Phần kết thúc email Tiếng Anh – Ending

Khi viết email, phần kết nên chứa những nội dung sau:

- Trước khi kết thúc email và thực hiện ký tên, hãy viết thêm câu call-to-action để khuyến khích người nhận sớm hồi âm thư:

Ví dụ: Thank you for taking the time to review my resume and professional references. I look forward to hearing from you soon! (Cảm ơn vì đã dành thời gian xem xét CV và thư giới thiệu. Tôi mong sẽ sớm nhận được phản hồi từ phía công ty)

- Tên đầy đủ của bạn: Sử dụng tên họ và tên chính giúp đối tác nhớ về bạn lâu hơn. Đồng thời tránh xảy ra những nhầm lẫn không đáng có.
- Chức danh công việc: Bạn không nhất thiết phải ghi cụ thể vị trí công việc hiện tại (Account Manager tại Công ty ABC) mà chỉ cần một chức danh chung, miêu tả khái quát công việc.

Ví dụ:

Yours faithfully, (Trân trọng)

Joe Jefferson (Tên Joe Jefferson)

Accounting Manager (Kế toán trưởng)

- Thông tin liên hệ: Phần này dùng để đính kèm số điện thoại, tài khoản LinkedIn nếu có, hoặc link dẫn đến trang portfolio của bạn.

Một số cụm từ kết thư phổ biến:

- Best,

- Best regards,
- Best wishes,
- Kind regards,
- Looking forward to hearing from you,
- Warm wishes,
- Thanks again,
- Many thanks,
- With appreciation,
- With gratitude,
- Yours sincerely,
- Respectfully,
- All the best,

Các cụm từ cần tránh khi kết thúc email Tiếng Anh

- Your friend,
- Cheers,
- Love,
- Talk soon,
- See ya,
- See ya later,
- See you,

*Viết email cảm ơn bằng Tiếng Anh*

**Mẫu 1:**

Hi [Interviewer Name],

Thank you so much for meeting with me today. It was such a pleasure to learn more about the team and position, and I'm very excited about the opportunity to join [Company Name] and help [bring in new clients/develop world-class content/anything else awesome you would be doing] with your team.

I look forward to hearing from you about the next steps in the hiring process, and please do not hesitate to contact me if I can provide additional information.

Best regards,

[Your Name]

## **Mẫu 2:**

Hi Carolina,

I just wanted to write and say thank you for everything.

You and your family were amazing hosts. I had a great time at your house. Thank you for making me feel at home. I'm sure my English improved a lot because of all your help too! Also, thank you for all the wonderful cooking you did. Now I can tell everyone that English food is not as bad as they say.

If you ever come to Vietnam, I hope you will stay with me and I can show you my city too.

Keep in touch!.

Oanh.



### Mẫu 3:

Dear Ms. Lee,

I would like to thank you for the invaluable support you provided to me during my recent career search.

When I began this search, I had very little idea how to go about it – or especially, how to network to discover new job opportunities. The information and advice you gave (and, in particular, the list of contacts you shared with me) made all the difference in helping me to focus my job search.

I'm happy to report that I have just accepted a new position with ACME Auto! Again, thank you so very much. I greatly appreciate your generosity.

Sincerely,

Terry Lau.

**Mẫu 4:**

Dear Linh,

Thank you very much for the dress, it really was just what I wanted for Christmas! I wanted to take the time to write my thanks and I will call you soon to thank you in person. Every time I wear the dress I will think of you and your thoughtfulness. The color of the dress seems to suit me so much that I have already received some compliments when wearing it. The dress will be a great help when going out with friends.

Thank you, once again, for your lovely Christmas gift and your kind thoughts.

Happy New Year!\

Kind regards,

Nguyen Han.

**Mẫu 5:**

Dear My,

Thank you very much for the pottery vase, it really was just what I wanted! I wanted to take the time to write my thanks to you and Red Sun Inc. for the generous and much appreciated gift.

The pottery vase looks beautiful in my living room and is a lovely reminder of the kind generosity of my friends and colleagues at Red Sun Inc.

Thank you, once again, for your gift and your kind thoughts. They are most appreciated.

Yours sincerely,

Tran Anh.

**Mẫu 6:**

Honey,

Thanks for being there when I needed a shoulder to lean on, for patiently listening to my personal problems. Baby, I just want you to know how happy I am to have you in my life and I thank God for that. Thank you for the love and the joy you bring. You've changed my life, Baby.

You're the only boyfriend who gives my heart some excitements and thrills. When I'm with you I feel like I'm out of control! You taught me how to handle my life seriously, you taught me how to solve my problems and to face them without any fear... when I'm with you, I feel no fear, not even a single one.

I know that when you say you love me and I admit that I've fallen for you, I know that I wouldn't shed any tears from now on. I love you and that's what I want you to bear in your mind, and it's for keeps.

Yours and only yours,

Ineng



**Mẫu 7:**

My dear Mrs. Mai,

This is the first opportunity I have had to thank you for your wonderful gift. But, as you know, our arrangements were changed at the last moment and many of our wedding gifts we did not have time to open before going away. So we hope you will forgive us for the delay.

We are now back in town, established in our new home and I want you to know how appropriate those exquisite candlesticks are. Mr.The Thang and I are both deeply grateful for your thoughts.

Yours most sincerely,

Phung Thi Lan.

***Mẫu viết email bằng Tiếng Anh B1*****Mẫu 1:**

Dear John,

I was overjoyed to hear your note. To let you know about the party I attended last week, I'm writing you this letter. That celebration was my best friend's birthday.

My good pal Huong. Her parents just celebrated her 25th birthday with a party. One of them invited was me. About three o'clock in the afternoon, the party started. In her home, there were roughly twenty visitors. All of us were dressed to the nines. Huong in particular was quite joyful. She received our gifts from us, which she joyfully opened. Receiving that many gifts must be really wonderful. Following that, her mother served us refreshing drinks and delectable snacks.



Then, we engaged in activities like “Treasure Hunt” and “Musical Chairs.” Prizes were awarded to the winners. Her father brought out the birthday cake at at 4:30. It included pink and white ice cream as decorations, which looked lovely. The cake’s center was surrounded by 25 vibrant candles. After everyone had sang “Happy Birthday,” Huong blew out the candles and sliced the cake. Everyone immediately extended their hands in a clap. We cut chunks of the delectable dessert for ourselves. Then we carried on playing.

Finally, the party ended around six o’clock in the evening. We were all exhausted but joyful. I assisted Huong’s parents in tidying up the mess we created. I then strolled home with a very positive attitude.

That’s all for now. Hope to see you soon.

Your Sincerely,

Dung

**Mẫu 2:**

Good day, Mrs. Smith

We appreciate your letter to us at the Anytown Hotel. We regret that your visit to our hotel fell short of your expectations.

I sincerely apologize on behalf of the Anytown Grill management for the poor dining experience you experienced. I am horrified by the treatment you received after reading your letter. The excellent standards we uphold at the Anytown Grill are not reflected in this.

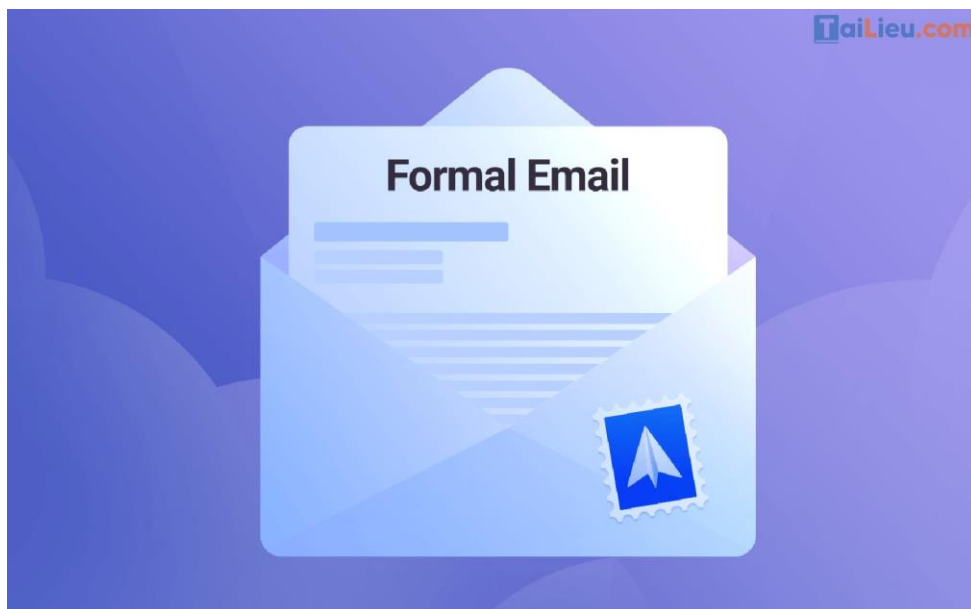
We are sorry to have inconvenienced you on your visit to Anytown. Your complaint has inspired us to re-train the staffs. Now, all employees have been reminded that the appropriate procedure in this situation.

Unfortunately, you did not give a name in your description of this server, thus we lack the necessary details to identify her. All of the restaurant personnel have, however, been addressed.

We sincerely apologize for the inconvenience. We would like to extend to you this \$100 voucher for your subsequent stay at our hotel in light of the bad experience you had here at the Anytown Hotel. Your subsequent visit will hopefully live up to our high bar for excellence.

I want to apologize on behalf of everyone at the Anytown Grill by offering you this \$20 gift card to make up for your visit to our establishment. We hope to have you back in our restaurant soon so we can demonstrate to you what true service means to us.

Sincerely,



**Mẫu 3:**

Dear Ms. B,

Apply to: Accountant position

In order to apply for the Accountant position that was posted on the Careerlink.vn website, I am writing you. In 2012, I earned a bachelor's degree with a concentration in accounting. I worked as an accountant for a DEF manufacturing firm after I graduated. My responsibilities included checking the accuracy of all cash and credit card payments, reconciling bank transactions, managing all payable and receivable accountants, helping the chief accountant review the accountants' records, creating tax reports like VAT, PIT, and CIT, calculating fixed assets, and preparing expenses.

You'll discover that I'm an upbeat, driven, and diligent individual that is eager to grow and contribute. If given the chance, I would enthusiastically dedicate myself to every activity, making sure that I complete it correctly and quickly. I've included my résumé with my submission for your consideration. I'm forward to meet with you and go over my credentials in greater depth.

Yours sincerely,

Nguyen Van A

**Mẫu 4:**

Dear friend,

I've just received your email in which you asked me to tell you about the most important traditional festival in my country. There are a number of festivals in VN

but the most important one is certainly TET. It is the time when family members come home from all parts of the country to have family reunion. It is often a one – week holiday. Before Tet, people often redecorate their houses by repainting walls, buying beautiful flowers, bonsai, food, drinks, cakes, candies, etc. During Tet, people visit their relatives, teachers, friends. People wish each other good luck, good health and good success. Tet is time for each person come back home, meet again friends, relatives and has some great parties after a busy year. They also go to temples, pagodas to pray the best luck for their families.

Children are so happy because they are given new clothes and they receive lucky money in red envelopes from adults. What about the most important holiday in your country?

That’s all for now. Hope to hear from you soon.

See you next time,

### **Mẫu 5:**

Dear John,

I’m very happy when I received your letter. I’m writing this letter to tell you about the party I went to last week. That was my best friend’s birthday party.

Huong is my close friend. She turned 25 recently and her parents held a birthday party for her. I was one of those invited. The party began at about three in the afternoon. There were about twenty guests gathered in her house. We were all dressed in our best clothes. Everyone, especially Huong was very happy. We gave our presents to her and she happily opened them. It must really be exciting to receive all those presents. After that her mother served us soft drinks and delicious

titbits. We then played some games like “Musical Chairs” and “Treasure Hunt”. The winners were given prizes. At about four-thirty her father brought out the birthday cake. It was beautifully decorated with pink and white ice cream. 25 colorful candles sat in the middle of the cake. We all sang “Happy Birthday” to Huong after which she blew out the candles and cut the cake. Everyone clapped out hands eagerly. We helped ourselves to slices of the delicious cake. Then we continued our games.

Finally at about six in the evening the party came to an end. We were all tired but happy. I helped Huong and her parents clean up the mess we made. After that I walked home with a very good feeling.

That’s all for now. Hope to see you soon.

Your Sincerely,

Dung

### ***Cách viết email bằng Tiếng Anh lớp 6***

Tham khảo cách viết email bằng Tiếng Anh lớp 6 được bài viết chúng tôi chia sẻ tại đây:

[Language focus Starter unit lớp 6 SGK trang 13 - Chân Trời Sáng Tạo](#)

Hy vọng những thông tin chúng tôi tổng hợp trên đã giúp ích cho bạn nắm rõ cách viết email bằng Tiếng Anh chuyên nghiệp cho mọi tình huống khác nhau. Trân trọng.