**道歉信**包括四部分：表示歉意、说明原因、弥补方法和再表歉意。四部分可以写成三自然段，也就是把“说明原因”和“弥补方法”合在第二段里，当然，也可以将它们拆开，这样就形成四个自然段。

**道歉信首段（表示歉意）**

1. I'm awfully/indeed sorry to tell you that I won't be able to attend the lecture on the British literature this Sunday

morning. Now I'm writing to express my deepest apology to you.

我很抱歉地告诉你这个星期天早上我不能参加关于英国文学的讲座了。现在我写信是为了向你表达我最深

的歉意。

2.I am awfully sorry to tell you that I have lost the book I borrowed from you. Now I'm expressing my deepest

apology for my carelessness.

我非常抱歉地告诉你，我把从你那里借来的书丢了。现在我对我的粗心表示最深的歉意。

3. I'm awfully sorry for the sudden change of plan and feel it a great pity to miss the opportunity.

对突然的改变我感到十分抱歉，对错过这个机会感到很可惜。

**道歉信中间段（说明具体原因）原因应当是突然的，有不可抗拒因素的;强调客观无奈和主观不能改变。**

1. The reason is that my left foot was injured. I fell off my bike yesterday when I was on my way to school, and the

doctor insisted that I should stay in bed for at least two weeks.

原因是我的左脚受伤了。我昨天在上学的路上从自行车上摔了下来，医生坚决要求我应该卧床至少两个星期

2. The reason why I didn't finish the book report on time is that I suddenly fell ill last Friday morning. My parents sent me to hospital and I had to stay there for the next three days. Therefore, there was not enough time for me to finish the homework

我没有按时完成读书报告的原因是我上星期五早上突然生病了。我父母送我去医院，我不得不在那里呆三天。因此，我没有足够的时间完成作业。

3. I caught a bad cold and had a high fever, which made me have a headache and sleep all day. So bad did I feel that

I couldn't do my homework in time.

我得了重感冒，发了高烧，这使我头疼，整天昏昏欲睡。我感到很难受，以致于不能及时完成作业。

4. Here is the thing. I have just been informed that our class is going to hold an important meeting on Saturday afternoon---exactly the time we shall meet. What an awful coincidence! I feel so sorry about it.

5. Here is the thing. I have just found that I have to attend an important class meeting that afternoon. So urgent is it that I have to get our plan changed (倒装句使用). I hope the change will not cause you too much trouble. Shall we go on Saturday morning?

6. The reason is that I am unexpectedly chosen to take part in the CCTV national English speech contest next weekend, which really means a lot to me. As a result, I have no choice but to break my promise.

**道歉信中间段（提出补救措施）**

1. Can I suggest that we put it off until early August?

我能建议我们把它推迟到八月初吗？

2. Is it possible for us to rearrange the time to watch the movie?

我们能重新安排看电影的时间吗？

3. Feeling awfully sorry, I have bought a new book to make up for my fault.

感到非常抱歉，我买了一本新书来弥补我的过错。

**道歉信尾段（再次致歉、希望得到理解）**

1. I sincerely hope you can understand my situation and accept my apology

真诚希望你能理解我的处境，并接受我的道歉。

2. I apologize again for any inconvenience or trouble that might be caused by my carelessness. Definitely, such a

thing will never happen again.

我再次为我的粗心大意可能造成的不便或麻烦道歉。当然，这样的事情再也不会发生了

3. Once again I am sorry for any inconvenience caused.

对于造成的不便我再次表示歉意。

I am terribly sorry to inform you that I will fail to go out with you as scheduled this weekend because I sprained my ankle while playing basketball yesterday. The doctor advised me not to walk as much as possible to avoid swelling and pain in my injury. Now I have to attend the class with the help of my father or classmates, and cannot but rest in bed on weekends. My apologies again, I promise to go outing with you after my recovery, preferably doing something with little physical activity. Looking forward to your reply. (96 words)