

A Letter of Apology



台州市第一中学

周媚 陈泓静

How to Graciously Decline an Invitation



Read the following sentences and choose the right answer.

- A. Be honest.
- B. Don't explain.
- C. If you would like to go, bring a gift with you.
- D. This is obviously not an option if it's a group get-together.
- E. He or she needs to know whether or not you'll be there.
- F. If possible, send something with a card attached to show your apology.
- G. There are ways you can decline any invitation if you do it with sincerity and show respect for the person who sent it to you.

Do you struggle with how to decline an invitation? Does it bother you to turn someone down? 1

Don't ignore the invitation. Putting the invitation aside to deal with later isn't good for you or the person who sent it. E 2. Ignoring the invitation shows that you don't know proper manner. And you might be left off the guest list for their next party.

Don't wait. As soon as you know you'll be unable to go, let the person know. Most events require planning and

Be thankful. Always Express one's thanks to the person for inviting you and let her know that you're honored that she thinks highly enough of you to send the invitation as well as sorry for not coming. Show one's apology

A 3 You don't ever have to come up with a Explain the reasons for why you're unable to go to the event, but you also don't go into detail. Let her know that you already have plans. That should be enough. Meet at another time

Ask for a different time. If the invitation is designed for you, let the person know you're unable to make it at the time she requested, but you'd love to get together with her at another time. D 4

Send something. E 5 Mention something about wishing you could be there and add that you look forward to seeing her.

Express your pity again. At the end of the letter, write a note saying "I'm sorry" politely to the person who sent the invitation, which indeed means a gracious declining. Apologize again

假定你是李华，你的朋友Tom听说复工后上海迪士尼乐园半价，就约你一起去旅游。请你给Tom写一封**信**，表明自己无法赴约。内容包括：

1. 表达**歉意**；→ **道歉信** ←
2. 说明原因（境外输入性病例增加、要在家上网课**等**）；
3. 另约时间。

参考词汇：境外输入性病例 imported case

Dear Tom,

Para 1: state background and writing purpose
(express thanks and apology)

Para 2: explain the reasons and put forward solutions
(ask for another time)

Para 3: apologize again

Yours,
Li Hua

Para 1 : purpose

1. I am writing to apologize to you/ make an apology / express/extend/convey/show my deepest apology to you for ...
2. I am writing this letter to express my regret for not being able to
3. Much to my regret, unfortunately I am unable to go to travel with you.
4. I regret to tell you that I cannot make it ...
5. I feel it a great pity /terribly sorry for missing the chance of such a happy get-together.
6. I must beg your forgiveness /Please forgive me for my absence from our trip.



Para 2: two reasons

境外输入性病例增加；要在家上网课；

① Owing to the growing number of imported cases, it's of high risk to be in such a huge crowd. (林曦) Moreover, the web-based learning has fully taken up my time, which is significant to consolidate and enrich my knowledge. (罗一芯)

② Not only is it dangerous to go to crowded places as the number of imported cases is increasing sharply, but it's a must for me to take online classes at home as well. (阮家培、刘瑜、林曦)

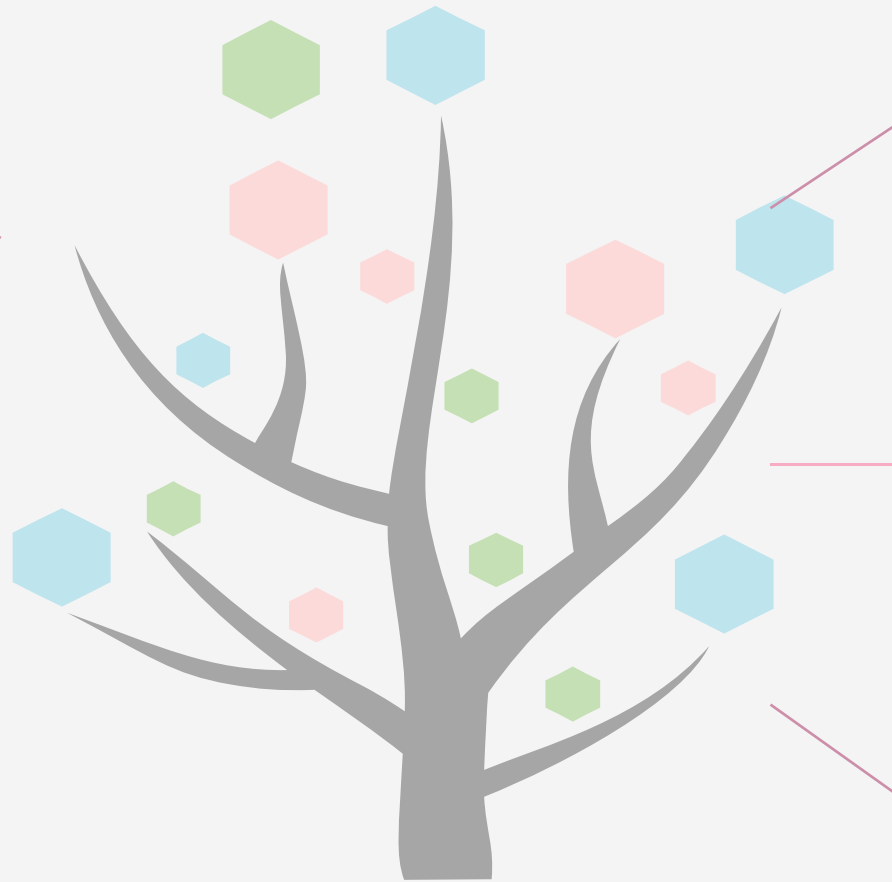
③ Word came that an increasing number of imported cases are confirmed now. Obviously, health always comes first and staying at home is the best way to protect ourselves. (张鱼米) Additionally, my online courses have been launched for months, which may conflict with the appointment. (叶锦培、李奕臻)

④ As is known to all, the imported cases are increasing rapidly, so is the potential of infection. (徐伟强、陈泓睿、郑博文) What's more, I'm busy with my distance education, leaving less spare time to have fun. (陶越越、王铭基)

be engaged in
attending elder
family members
when parents are
at work

be absorbed in
doing voluntary
work for the
community

be occupied in
giving make-up
lessons for nieces
and nephews



not
allowed/permitted
by parents for the
sake of safety

can't afford the
entire expense
including the
transportation
fares

prepare for the
coming mid-term
examination with
heart and soul

*Other
reasons*

.....

What a pity that I can't make it due to the growing number of imported cases even though I've been desperate to travel with you for so long.

(周逸颺)

Besides, the mid-term examination approaching, I have no alternative but to take online courses seriously.

(尹沁予、叶丁铖、王梦婷)

Because of the increasing cases of imported cases, the important thing we are supposed to do is taking precaution. (余定睿) For the sake of safety, we'd better stay at home. (黄琪斐)

Furthermore, I ought to attach great importance to online classes and prepare thoroughly for the mid-term examination. (洪宇琪)

Para 3: ending

1. Please allow me to **say sorry /apologize to/ make an apology to** you again.
2. Many **apologies** again for all the **inconvenience** I've caused.
3. Once again, I'm truly **sorry**. Thank you for your understanding.

Apology for declining appointment

4. I do **hope** you will think in my position and **excuse** me for my absence.

Apology for doing something wrong

5. I **assure** you that such a matter will never happen again.
6. I **hope** that the settlement of the matter will meet your wishes.
7. I sincerely **hope** you can understand that I offended you unintentionally.
8. I **wish** I could be given a chance to make up for my inconsideration.



Find a missing point

Dear Tom,

Though happily hearing from your last letter which invited me to visit the Disneyland at a fantastic discount of 50% after the resumption of work, I do apologize for not being able to go.

Due to the continuously increasing number of imported cases, the epidemic situation hasn't been completely contained. Additionally, our online courses are held regularly, which leads to a tight schedule on weekends. Worse still, a mid-term examination is just around the corner. Therefore, I have to review what we have learnt.

Anyway, I have a strong desire to visit the Disneyland, so why not put it off until this summer vacation? Looking forward to your reply.

apologize
again

Yours sincerely,
Li Hua

马戈穹, 王盛宇, 陈博, 孙新涵, 徐林泽

Fill in the blanks

Dear Tom,

I'm terribly (terrible) sorry for not being able to go to travel with you this time. You have invited (invite) me to enjoy our time in Disneyland owing to the 50 % discount of the tickets after the work resumption (resume). I'd love to go but I can't make it for the following reasons.

Firstly, the number of imported case is increasing sharply, which will pose a threat to the journey during this period. Secondly, we'll have to wear masks all the time, thus we probably can't have fun to the fullest (full). Lastly, online classes have totally taken up my time. In this case, I propose that we choose another suitable time for the trip.

Once again, I'm sorry for any inconvenience caused (cause). Hope you can accept my apologies and understand my situation. I really expect that in the near future we can meet again!

(written by Yvonne)

Yours truly,
Li Hua

Writing Sample

Dear Tom,

I'm terribly sorry that I can't join you in the trip to Disneyland, which offers its tickets at 50% discount, for the following reasons.

First and foremost, given the increasing number of imported cases, the epidemic is far from being stamped out. In this case, I believe, it's still advisable to shun the crowds. Besides, currently I'm fully occupied with online classes, let alone all the assignments I have to submit, and I also help my community as a volunteer after school. Thus I rarely have enough time for a trip.

Yet I do long for a trip to Disneyland with you later. Is it possible for us to fix another time? If so, please don't hesitate to drop me a few lines about your preferable date.

Once again, I am sorry for any inconvenience caused.

(written by Fairy)

Yours,
Li Hua

Writing Model

Dear _____,

I am excessively sorry that /I am writing to apologize to you that _____ (道歉的事由).

The reason why I will fail to do so is that _____ (介绍原因一). Besides, _____ (介绍原因二). I hope you can understand my situation and forgive me. Would you mind if I suggest _____ (建议下次再约)?

Once again, I am sorry for any inconvenience caused (再次道歉). Hope you can accept my apologies. Looking forward to your reply.

Yours sincerely,

Li Hua



THANK YOU

--Designed by Silva