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高中英语应用文写作系列

道歉信



- Rainbow

Why do we write apology letters?

While apologizing in person often conveys more sincerity, there are times when a formal, written apology might be your only option.



How to Write an Apology Letter

To write an apology letter, you'll need to address your error early in the letter, acknowledge the other party's hurt feelings, and accept full responsibility for your part in the matter. In many cases, you'll also need to offer a solution to the original problem.

sincere/apologetic tone



How to Write an Apology Letter

Step1: “I’m sorry for _____.”

If you really want to apologize for your actions—and not just for how someone is feeling—then this is all you need. No ifs, ands, or buts.

sincere/apologetic tone



How to Write an Apology Letter

Step2: Describe your role.

This part is hard, but you should at least briefly describe your role in the situation and what you're actually apologizing for. Otherwise, it might seem like you're saying sorry just to say sorry. The reader needs to know that you understand what you did wrong.

sincere/apologetic tone



How to Write an Apology Letter

Step3: Share your plan to fix things.

Make a peace offering. Ask if there's anything you can do for them. Explain how you'll avoid making the same mistake in the future.

sincere/apologetic tone



How to Write an Apology Letter

Step4: Ask for forgiveness.

This is where you'll probably feel the most vulnerable, but that's the point. Ask for forgiveness and another chance. The other party will appreciate your sincerity and humility.

sincere/apologetic tone



高中英语应用文写作系列

道歉信

Dear Sofia,

I'm truly sorry I missed our date yesterday. I have no excuse for not showing up on time and keeping you waiting.

I understand you must be upset with me. I hate letting other people down, especially those I care about. Next time I will be better organized and find a way to contact you if I can't make it, no matter what's going on.

If you'll accept my apology and allow me to make it up to you, I would love to take you to dinner tomorrow evening.

Sincerely,
John

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www.sunedu.com

A sincere apology
has three parts:

I am sorry

It is my fault

What can I do to
make it right?

WWW.LIVELIFEHAPPY.COM

高中英语应用文写作系列

道歉信

Dear Mark,

I'm writing to express my sincerest apologies for not finishing my assignment in time for the presentation.

I understand that our work depends on the collaboration and efforts of the whole team, and I know I let you down.

I've made a plan to improve my time management skills so that I can meet all of my future deadlines. I hope you can accept my apology and give me another chance. Please feel free to contact me if you wish to discuss the matter further.

Sincerely,
Brandon

潮恩教育

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高中英语应用文写作系列

道歉信

Dear Ms. Smith,

I'm writing to personally apologize on behalf of our company. I understand that your order was not delivered in a timely manner, and that is not acceptable.

We're looking into what went wrong, and will work on finding a solution as quickly as possible so that this doesn't happen again.

In the meantime, I'd like to offer you a voucher(代金券) for \$20 off your next purchase, should you decide to give us another chance.

Please accept our sincere apologies. We hope to work for you again in the future.

Kind regards,

John Williams
Store Manager



高中英语应用文写作系列

道歉信

潮恩教育
www.chaohenedu.com

假如你是李华，作为交换生（an exchange student）正在英国Windmill College学习。今天早上你骑车上学时不小心刮擦到了一辆停在路边的汽车。由于急着上学，你无法在原地等候车主，请留一张便条，内容包括：

1. 表明身份；
2. 简述事情经过；
3. 道歉并表示愿意赔偿；
4. 联系方式（Tel:5893671
E-mail:lihua@windmillco.org）。

注意：

1. 词数80左右；
2. 可适当增加细节，以使行文连贯。



高中英语应用文写作系列

道歉信

Dear Sir/Madam,

I'm Li Hua, an exchange student from China, studying at Windmill College. I'm so sorry that my bike **scratched** your car **accidentally** when I was riding to school this morning. I understand it will certainly put you in a very bad mood. I sincerely apologize for what I did and promise I will **cover** all the relevant costs/expenses. As school will start soon, I can't wait on the scene/spot for you.

Please feel free to contact me at 5893671 or lihua@windmillco.org. Many apologies again for all the inconvenience I've caused you.

Best regards.

Li Hua

高中英语应用文写作系列

道歉信

模拟试题：

你是李华，与同学王明约好到他家讨论将要举行的英语演讲比赛，但是在路上目睹一起交通事故，并把伤者送往医院，没能赴约。请给他写一封道歉信，信的内容如下：

1. 对李华表示道歉；
2. 解释未能赴约的原因；
3. 约定时间，再次讨论。

注意：

- 1.词数80左右；
- 2.可适当增加细节，以使行文连贯。



Dear Wang Ming,

I am writing to **make an apology for failing to discuss** with you about the coming English speech contest.

Please excuse me for my absence. On my way to your home, I witnessed a car accident. A man was seriously injured and I soon rushed him to hospital in a taxi. Not until the injured man was treated did I leave the hospital. Therefore, it's not in my power to meet you.

Please accept my sincere apology. I will appreciate it if you will kindly tell me when it will be at your convenience so that we can discuss the contest. See you soon.

Sincerely yours,
Li Hua.

高中英语应用文写作系列

道歉信

常用道歉词汇复习

- apologize to sb. for sth.
- make an apology to sb. for sth.
- owe sb. an apology
- forgive sb. for sth.
- ask sb. for forgiveness
- pardon sb. for sth.
- misunderstanding
- compensate for your loss
- compensate you for your trouble
- my fault
- hesitate to do
- cause inconvenience to you
- do sb. wrong
- regret doing sth. /feel regret for... /be regretful
- put sb. to the trouble of doing sth.

