

## 英语道歉信模板|英语分手道歉信

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### ECMS帝国之家，为帝国cms加油！

若千年的回首能换来一世长相守，我愿是你身旁一株花树，年年季季的花开花落，只为你回首一顾。下面是小编为大家整理的英语分手道歉信，希望对大家有帮助。

#### 英语分手道歉信篇一

Dear David,

I am truly sorry that I cannot attend the project meeting to be held on next Tuesday afternoon.

The reason is that I am going to take a business to Shanghai by plane that day, so I will be unavailable for the meeting. However, considering the importance of the meeting, I will be grateful if you could send me a brief record of the project progress by E-mail. I will check the record and send my feedback to you.

Once again, I am sorry for any inconvenience caused. Hope you can accept my apologies and understand my situation.

Yours sincerely,

#### 英语分手道歉信篇二

Dear Mr. Hunnicutt,

I am writing to apologize for the incorrect invoice you received from us. Owing to a breakdown in communications, we did not credit you with a 10% discount, as agreed.

We shall send you the correct invoice as soon as possible and make sure that such a mistake will not occur again. Please accept my apologies for any inconvenience we have caused.

Your sincerely,

Peter Gibson

#### 英语分手道歉信篇三

Dear Prof.Wong,

I am deeply sorry to inform you that I did not manage to complete the task you designated last week, due to a sudden illness falling upon me these days. For the last week, I have been in a hospital with a continuous fever, which has prevented me from any activity.

To make up my fault, could you please extend my deadline to next Friday? If so, I promise I will finish the task and send my report to you via email.

I do apologize again for any inconvenience it might bring to you, and hope you could accept my apology.

Sincerely yours,

LiMing

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