



【英语道歉信模板】1封英语的道歉信

作者：寂夜思潮 来源：ECMS帝国之家 zhann.cn

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不小心做了让朋友生气的事情，用英语写一封道歉信，让朋友感受你的诚意吧。下面是小编为大家整理的一封英语的道歉信，希望对大家有帮助。

一封英语的道歉信篇一

Dear Bob,

I am writing to express my apology to you. Several days ago, I borrowed your music CD when I lived in your house. Unfortunately, after I came back from Canada, I found it in my luggage. I was in such a hurry that I forgot to return it to you. I will send it to you by post or express as soon as possible. Sincerely yours,

Li Ming

一封英语的道歉信篇二

Dear Mr. Smith,

I am indeed very sorry that I missed the examination on International Business English Writing you gave last Friday. I feel awful about it and want you to know what happened that day.

I suddenly fell sick early that morning and my parents had to send me to the hospital. Please find enclosed a copy of the medical bill.

I sincerely hope you can understand my situation and accept my apology. I would appreciate your allowing me to take a make-up examination. I will come to your office during your office hour on Monday to discuss this possibility with you. Once again, I apologize for any inconvenience caused.

Sincerely yours,

Wang Hua

一封英语的道歉信篇三

Dear John,

I am eagerly looking forward to your visit to our city. After all these years of writing to each other, I can not wait to see you. However, I regret to inform you that I will not be able to meet you at the airport on time.

The reason is that your flight will arrive early in the morning, and the earliest I can reach the airport will be about an hour after you land. Will you please wait for me in the arrival lounge? You can have breakfast while you wait.

By the way, as we have never met I must tell you home to identify me: I am of 165cm tall and have a long hair. In addition, I will wear a white skirt and carry a China Daily at hand.

Hope we can meet soon.

Sincerely yours,

Alice

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