# 英语道歉信格式范本参考

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*写一封道歉信可以乞求原谅,你了解英语道歉信该怎么写吗?下面就让范文网小编带大家看看一系列的英语道歉信。望大家采纳。 Dear Bob, I am writing to make an apology to you for...*

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Dear Bob,

I am writing to make an apology to you for I forgot to return a music CD which I borrowed from you last week. Yesterday I have come back from Canada and I found it in my luggage. I am so sorry that you cannot listen to it at present.

The CD which I borrowed from you is made in Canada, so I believe you can find another one in your local store. How about your buying another CD by yourself and I will pay for it? If you cannot find the similar one, I would send it back to you through a post office. And if there are any other solutions you like, please let me know.

I am sorry again for my carelessness. Looking forward to your reply.

Yours sincerely,

Li Ming

Dear \_\_\_\_\_\_,

Much to my regret / I am terribly sorry that I am unable to \_\_\_\_\_\_ . It is mainly because at that time I will be full occupied by which is quite out of my expectation, and that conflicts with your . Therefore I am forced to adjust my schedule and cannot make my presence on your . I sincerely hope that you will enjoy a good time. By the way, can we have dinner together some time next week? I hope to see you soon. I am really sorry again and I trust that you will understand.

Yours sincerely,

xx

Dear \_\_\_\_\_\_,

I am writing this letter to apologize to you for my failing to .

The reason is that \_\_\_\_\_\_ . I am sorry that I cannot finish in time, but is it possible that I make up the loss by ? If so, I will put everything else aside to .

I do hope that you can understand my situation and accept my apology.

Yours sincerely,

xx

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