# 老师英文道歉信

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*由于道歉主体不同,对人称的使用也有所差别。下面是小编为大家整理的老师英文道歉信，希望对大家有帮助。 Dear Charlie, Kindly excuse me for my not being able to see you o...*

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Dear Charlie,

Kindly excuse me for my not being able to see you off at the airport this Saturday as I have promised.

A major business partner of our company will be attending an important conference in Xiamen this weekend, and my boss finally chooses me to accompany him there to negotiate about a new transaction. I have just been informed of this plan and am happy about the decisionthis is an opportunity to both display and enhance my abilities, so I am afraid I cannot be present at the airport.

Pursuing study overseas is an essential step in the accomplishment of your dream. How I wish I could have the chance to share with you my personal feelings and suggestions before you are away! I hereby send you a gift to wish you good luck. Please forgive me.

Cordially,

Li Ming

Dear Sarah,

I am terribly sorry to tell you that I am unable to attend your birthday part next Thursday evening. That is owing to the fact that my younger brother suddenly fell ill and was taken to a hospital this morning. I have to go there immediately and take care of him. As told by the doctor in charge, it will take around five days for him to recover and I have asked my boss for a leave.

I really regret that I cannot go to celebrate your birthday personally and would miss the perfect chance of enjoying myself with all our old friends. I have chosen a small gift for you and will send it to you tomorrow to show my best wishes. Besides, please give my regards to our friends when you meet them at the party.

Cordially,

Li Ming

Dear Ms Winston,

The purpose of this is to convey to you my sincere apologies for any inconvenience you may have experience last month with respect to the installation of your Internet high speed service.

I just returned from vacation this week and found your file in my in-basket. As soon as I reviewed your case it was clear that somehow your Jau. 20th request for a change in service had somehow slipped through the cracks. The only possible explanation I can give is that we have recently had a number of key staff changes, which might have resulted in your letter being overlooked.

Consequently, I have directed our installation group to contact you by the end of this week to set up a time convenient to you when they could go to your house and install your new router and make the necessary adjustments to your software.

Because of this serious oversight, and as a testament to our appreciation of you as out customer , we are going to provide you with your first three months of high speed service for free charge. There fore, your account will not be billed until June of this year.

Ms. Winston, let me assure you that what happened in your case is not typical of CableNets level of customer service. We continue to be committed to providing you and all of our customers with the highest standards of service in the industry.

If you have any questions please dont hesitate to call me at\*\*\*\*\*\*\*.

Yours in service

Tony

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