# 损坏朋友的英语写道歉信

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 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 parentse had to send me to the hospital. Please find enclosed a copy of th 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

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

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