# 英语道歉信范文

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*身在国外突然发生意外，干扰到了别人，我们应该怎么用英语写一封道歉信呢?下面是小编给大家带来的英文道歉信范本，欢迎大家阅读参考，我们一起来看看吧! unable to return borrowed book on time dea...*

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unable to return borrowed book on time

dear kate:

excuse me for my long delaying in returning to you your robinson crusoe which i read through with great interest。 i had finished reading the book and was about to return it when my cousin came to see me。 never having seen the book， she was so interested in it that i had to retain it longer。 however， i hope that in view of the additional delight thus afforded by your book， you will overlook my negligence in not returning it sooner。

thanking you again for the loan。

sincerely yours，

tom

Dear \_\_\_\_\_\_\_ ，

I am excessively sorry to tell say to you that \_\_\_\_\_\_\_(直接说出道歉事由)。 Now ， I am writing you this letter of apology to show my deep regret 。 Please accept my sincere apology 。 I hope you will understand me and excuse me for \_\_\_\_\_\_\_(请求对方原谅的事由)。

The reason for my delayabsencenegligence was that \_\_\_\_\_\_\_(过失的原因)。 I had no time because \_\_\_\_\_\_\_(当时的状况)。 Therefore its not in my power to \_\_\_\_\_\_\_(过失导致的结果)。

Naturally ， I want to \_\_\_\_\_\_\_(解决问题的办法)。 I shall be obliged if you will kindly write and tell me that \_\_\_\_\_\_\_(期望对方原谅自我)。 I wish you could accept my apology 。

Sincerely yours ，

Li Ming

Dear Susan，

Im very sorry that I was out when you came to see me yesterday evening。 Im afraid Id gone to the pub with some friends and didnt get back until 12 oclock。 I wish I had known you were in Luoyang as you could have e with us。 It would have been a good introduction to the night life!

Anyway， I will call on you at 10 oclock on Saturday morning at your hotel。 We can have the day together， if you have nothing else planned Ill show you some of the places of interest that you may not have seen。

Please let me know if you will be available on Saturday morning。

Best wishes

Chen Cheng

Dear Anne，

Thank you for your invitation to dinner at your home tomorrow evening。 Unfortunately， it is much to my regret that I cannot join you and your family， because I will be fully occupied then for an important exam ing the day after tomorrow。 I feel terribly sorry for missing the chance of such a happy get-together， and I hope that all of you enjoy a good time。 Is it possible for you and me to have a private meeting afterward? If so， please dont hesitate to drop me a line about your preferable date。 I do long for a pleasant chat with you。

Please allow me to say sorry again。

Regards，

Li Ming

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。

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