# 考研英语道歉信范文

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*道歉信是因工作失误，引起对方的不快，以表示陪礼道歉的信函，你知道考研英语道歉信该怎么写吗?下面范文网小编为大家带来一些考研英语道歉信，希望对你有所帮助! Dear Prof. Patent, I am very sorr...*

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Dear Prof. Patent,

I am very sorry to inform you that I did not manage to complete the book report you assigned last week, due to a sudden illness falling upon me a few days ago. For the past few days I have been in hospital with a continuous fever, which has thus prevented me from any academic activity. I hereby submit the doctors note.

I would be very much obliged if you could grant me another week for the task, as my health is turning better.

Hope you can understand my situation and accept my apology.

Yours faithfully,

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.

Sincerely yours,

Alice

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 3

I will be fully occupied then for an important exam coming 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,

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