

英语道歉信格式范文

尊敬的读友您好：本文由网络收集而来，分享到本网站是为了能够帮助到大家，大家如果阅读之后是自己需要的文档可以点击下载本文档，下载文档是收费的，所以请先阅读再下载，谢谢各位读友，本人在此祝各位读友工作顺利，事事如意。

英语道歉信格式范文

首段：重述自己做错的事，表示歉意。

主体段落：说明道歉的具体原因，应尽量详细描述做错事的经过。写信时应该注意在申述理由时要照顾读信人的感受，切忌强词夺理。

结尾段：再次表明承认错误的态度，请求收信人的谅解。也可以提出补救的办法。

必背模板句型

I would like to give you my apology for

对于.....我向你道歉。

Please accept my sincere apology for.....

请接受我关于 的真诚道歉。

I am indeed very sorry for what I said/did, but believe I had no intention to insult you.

对于我说的话 / 做过的事，我确实感到很抱歉。但请相信，我并非要故意侮辱你。

Let ' ' snot put a little misunderstanding between us.

可别让我们之间存在哪怕一点点的误解。

Please forgive me for a stupid choice of words.

请原谅我的用词不当。

I feel badly sorry about it and want you to know what happened.

我为此感到非常内疚，所以想让你知道实情。

Please accept my apologies for my oversight.

请原谅我的疏忽。

Please allow me to say sorry again.

请允许我再次表示歉意。

I sincerely hope you can accept my apologies and understand my situation.

我真心希望你能理解我的处境，并接受我的道歉。

Once again,I ' 'sorry for any inconvenience caused.

再一次，我为所有的不便表示歉意。

必背经典范文

Dear professor Jackson:

I am indeed very sorry that I missed the examination you gave on Moby-Dick last Wednesday.I feel badly about it and want you to know what happened.

On my way to class that day,I had a flat tire,and I had to go with the mechanic when he repaired it. It took me more than one hour to get it done. A copy of the bill is enclosed.

I sincerely hope you can accept my apologies and understand my situation. I would appreciate your allowing me to take

a make up examination. I will #e to your office during your office hour on Monday to discuss this possibility with you. Once again, I ' sorry fro any inconvenience caused.

Sincerely yours,

Alice

译文

亲爱的杰克逊教授：

对于上周三错过了《白鲸》一课的考试我深表歉意。我很内疚，所以希望您能知道到底发生了什么。

那天上学的路上，我的汽车爆胎了。我不得不去找汽修工一起修理，花了一个多小时的时间才修好。我已经将账单放在附件中。

我真心希望您能理解我的处境，并接受我的道歉。我希望你能给我一次补考的机会。星期一上班时，我将到您的办公室和您谈这件事的可行性。我为造成的不便再次表示歉意。

您的学生：艾丽丝

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