**Personal Apology Letter**

**Points to consider**

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| --- | --- | --- | --- |
| **Language** | | **Grammar** | |
| Semi-formal  Contractions, phrasal verbs | | Present Simple (emphatic present simple), Present Continuous, Future Simple, Past Simple, Present Perfect, Infinitive or Gerund, Passive Voice, Conditional 1, Modal Perfect | |
| **Part** | **Purpose** | | **Useful expressions** |
| First line | greeting | | *Dear …,* |
| First main paragraph | Express your apology | | *I am so sorry...*  *I want to apologize...*  *Please accept my most sincere apology for my behaviour last week/yesterday. I have thought long and hard about what happened and I realise how very upset/angry you must have been.*  *What can I say, except I’m sorry for…*  *I’m writing just to say how sorry I am about…* |
| Second main paragraph | State exactly what you did wrong early | | *I shouldn't have lost my temper when...*  *I have looked all over, but I'm afraid I have lost your book...* |
| Third main paragraph | Accept responsibility for what you did and don't blame the other person | | *I accept full responsibility for what happened...*  *I know this was completely my fault...*  *I am really sorry for creating the situation which I know I should have handled better.*  *I admit that I was in the wrong and can only say how sorry I am.* |
| Fourth main paragraph | Promise in your apology letter not to repeat your offensive action | | *I can promise you that this will never happen again and hope that you will give me the opportunity to prove this to you.* |
| Closing expressions (1) | Final remarks | | *I understand that it might be difficult for you to accept my apology but hope that this letter will help.*  *I will call you later this week to apologise in person and hope that you will be able to give me another chance.*  *I beg you to forgive me…* |
| Closing expressions (2) | Express respect | | *Love from,  or Kind regards,* |
| Final line | Say who you are (first name and surname) | |  |

Handwrite this apology letter carefully; don't type it on a computer.

**Sample Apology Letter (personal)**

*Dear Jolene,*

*I am sorry about forgetting about our lunch date.*

*It was completely my fault; I was so busy at work that it must have slipped my mind.*

*How about I treat you to lunch next Wednesday, at the new Italian restaurant Julie's at 12:30PM? I have marked this date in my planner so I will not forget about it. I'd just like to apologize again for missing the lunch date.*

*Your Friend,*

*Signature*

**Sample Apology Letter (semi-formal)**

*To: Bina Singh  
459, Pali Hill  
Mumbai  
15th February, 2007.  
Dear Bina,  
 I would like to sincerely apologize for not making it to your birthday party on 12th February. I had to rush out of town to attend an important meeting. Had it not been so important, I would never have missed your party.  
 I hope you understand my predicament and forgive me. I do look forward to other occasions for us to celebrate together.*

*With best wishes,  
 Raj*