

应用文写作——道歉信

道歉信是要向对方陈述无法答应的所请所托的原因,对不愿为的事,可声明自己的一贯主张,对不能为的请托,更应陈述理由,说明自己为什么不能为。

【写作三步走】

1. 简单交代对何事进行道歉
2. 解释事情发生的原因,消除误会或矛盾。
3. 再次表示遗憾和歉意,表明愿意补救的愿望,提出建议或安排。

【必背短语及句型】

I would like to **express my apology for...** 对于.....,我想要表达我的歉意。

Will you be good enough to **excuse me for.../Excuse me for...** 请原谅我.....

Please **accept my sincerest and deepest apology for...** 请接受我最真诚的致歉.....

I'm terribly sorry to tell you that.../I **regret to inform you that...** 很抱歉地告诉你.....

I write to you to express my deep regret. 我写此信向你表示深深的懊悔。

I am writing to **apologize to you for...** 我写信向你致歉,因为.....

Would you mind if I...? 你是否介意如果我.....?

I'm afraid what I have done has **caused much inconvenience to you.**

To **make up my (for) thoughtless behavior,** I... 为了弥补我欠考虑的行为,我.....

I hope that the settlement of the matter will meet your wishes. 我希望对此事的处理能满足您的愿望。

I sincerely hope you can understand that I **offended you unintentionally.** 我真心希望您能理解,我并非有意冒犯您。

I wish I could be given a chance to **make up for my inconsideration.** 我希望你能给我一个机会来弥补我的考虑不周。

I would appreciate it if you could accept my apology. Looking forward to your early reply.

【常用模板】

道歉信模板一

Dear _____,

I am writing this letter to apologize to you for my failing to _____ .

The reason is that _____. I am sorry that I cannot finish in time, but is it possible that I make up the loss by _____? If so, I will put everything else aside to _____ .

I do hope that you can understand my situation and accept my apology.

Yours sincerely,
Li Ming

道歉信模板二

Dear _____,

Much to my regret / I am terribly sorry that I am unable to _____. It is mainly because at that time I will be full occupied by _____ which is quite out of my expectation, and that conflicts with your _____ .

Therefore I am forced to adjust my schedule and cannot make my presence on your _____. I sincerely hope that you will enjoy a good time. By the way, can we have dinner together some time next week? I hope to see you soon. I am really sorry again for any inconvenience caused and I trust that you will understand.

Yours sincerely,
Li Ming

【典例分析】

假如你是李华,你的美国留学生同学 Tony 上周四来找你帮他提高普通话(Mandarin)水平,但

Dear Tony,

I am your classmate, Li Hua. I'm writing to apologize to you. I am terribly sorry that I didn't go to teach you Mandarin last Thursday because my mother fell ill and was taken to hospital and I had to take care of her at that time.

As for learning Mandarin , it needs to take time to learn it well. So you should spend much time practicing it every day. Besides, you can also read some books in Chinese, see Chinese films and listen to Chinese radio. Speaking and listening are very important for a language learner, by which you are sure to make great progress.

Again, I apologize for any inconvenience or trouble caused by me. Will it be convenient for you next Thursday?

Looking forward to your early reply!

Yours,
Li Hua