**注意：划线部分可以替换，未划线部分是模板句。**

**道歉信**

Directions: Suppose you are Li Ming. You have just graduated from a university and the headmaster of your previous high school has invited you to give a speech to the students. Unfortunately, you have something urgent to do that day. Now you are allowed 30 minutes to write a letter about 120 words to your previous headmaster to:

1) 由于不能按计划做演讲向校方道歉；

2）解释失约的原因；

3）建议推迟演讲，并约定下次演讲的时间。

**分析：写三段：第一段为不能按计划做演讲向校方表示真诚歉意；第二段详细解释不能如期做演讲的原因；第三段提出弥补建议并再次为给对方带来不便表示歉意。**

**An Apology Letter to the Headmaster**

Nov. 1, 2016

Dear Mr. Smith,

①I am excessively sorry that I can’t make my speech as planned. ②I hereby write you this letter to show my deep regret. ③Please accept my sincere apology. ④And I hope you will understand me and excuse me for my failure to give my speech as planned.

⑤I will be very grateful if you are kind enough to listen to my explanation. ⑥The reason why I have to cancel the speech is that I was assigned a task suddenly. ⑦I have no choice because the task I need to finish is very urgent and I am the leading role in this case. ⑧Therefore, it is not in my power to comply with your request.

⑨Conditions permitted, I would like to suggest another speech. ⑩I shall be obliged if you can kindly let me know when and where you may arrange the lecture for students. ⑾Once again, I would like to express my sincere apology for any inconvenience caused. ⑿Hope you can accept my apology and understand my situation.

Faithfully yours.

Li Ming

信件启首

①直接告知对方自己道歉的缘由

②表达歉意

③诚恳希望对方能接受道歉

④希望对方理解自己

⑤过渡句，引出自己犯错或失约的原因

⑥说明自己犯错或失约的原因

⑦说明当时的处境和情况

⑧总结自己犯错或失约的原因

⑨提出补救措施

⑩希望对方对自己的补救措施有积极反应

⑾再次表达歉意

⑿希望对方接受歉意

信件结尾与签名

常用句式：

1. I do apologize for having to send you this letter about…我很抱歉不得不写信和你说一下关于…的事情。

2. I am sorry that I had to cancel our appointment yesterday.我实在很抱歉昨天不得不取消了约会。

3. I am sorry for not answering promptly.我很抱歉没有立刻回复。

4. I sincerely hope the postponement of our meeting did not bring you much inconvenience.我真诚地希望推迟会议没有给你带来很多不便。

5. I am sorry that I have delayed answering your letter. 我很抱歉耽搁了给你的回信。

6. I must apologize for my delayed reply to your kind letter. 我必须为没有及时给你回信而道歉。

7. Again I apologize for …. Please contact me as soon as possible so that we can….我再次为…表示歉意。请尽快与我取得联系以便我们能….