# 高考英语写作万能模板：道歉信

来源：网络 作者：沉香触手 更新时间：2025-03-12

*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。　　>道歉信的格式　　开头：简单交代对何事进行道歉　　正文：解释事情发生的原因，消除误会或矛盾。　　结...*

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　　>道歉信的格式

　　开头：简单交代对何事进行道歉

　　正文：解释事情发生的原因，消除误会或矛盾。

　　结尾：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。

　　>道歉信模板一

　　Dear \_\_\_\_\_\_,

　　①I am truly sorry that \_\_\_\_\_\_(道歉的原因).

　　②The reason is that \_\_\_\_\_\_(介绍原因). ③Once again, I am sorry for any inconvenience caused. ④Hope you can accept my appologies and understand my situation.

　　Yours sincerely,

　　Li Ming

　　>道歉信模板二

　　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

　　>道歉信模板三

　　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 and I trust that you will understand.

　　Yours sincerely,

　　Li Ming

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