**道歉信写作模板、写作框架及典型句式（学生版）**

**题型介绍**

道歉信是交际应用类写作中的一种，属于考纲中关于“人与自然：良好的人际关系与社会交往”范畴。正式的书面道歉需要开门见山表达歉意，说明为对方带来的不便，造成的伤害等，然后我们需要说明原因，以谋求对方的谅解，提供一个解决方案来修补造成的问题。

**审题要点及写作框架**

首先，要对书面表达的提示信息和题目要求进行审题，然后确定所写书面表达的体裁。注意不同的体裁一般需要采用与之对应的写作格式。道歉信为应用文体。

审题后确定框架如下：

第一段：开门见山说明写信的目的，表达自己真诚的歉意。

第二段：2-3句，说明原因，对失误或错误进行解释，这是道歉信的主体部分。

第三段：再次表示歉意，并提出改进措施

**道歉信的常用模板句式**

1. **首段：英文信函的特征是开门见山，道歉信的首段用来表达你的歉意，说明写信的原因，为了哪件事情向对方表示歉意。**

**常用的开头句式：**

（1）我写信是为了……/我想要……

I’m writing（this letter）to…

I would like to…

（2）表达我真诚的歉意/向你致歉

express my sincere/deepest apology

apologize to you/say“sorry”to you

（3）因为做了某事/因为没能做某事

for doing sth.

for not doing sth./for not being able to do sth. /for failing to do sth

例如：我很抱歉周五下午不能与你一起去图书馆了。

I’m writing to say “sorry” to you for not being able to go to the library with you this Friday.

I’d like to express my sincere apology to you for my failing to go to the library with you this Friday.

1. **主旨段：主旨段是道歉信的主体，这一段要说明未能履约或未能做某事的原因，**

**常用主旨段句式：**

1. 我（没能）做……(主要)是因为……

The reason why +结果…is that+原因…

That +结果…is (mainly) because+原因…

1. 这也出乎我的预料

It is beyond/out of my expectation.

,which is beyond/out of my expectation.(非限制性定语从句结构，注意要将上一句末尾的点号改成逗号)

1. 因此，我不得不/不能……

Therefore, I have to......

As a result, I can’t…

例如：我不能与你一起去图书馆是因为我上周三扭到脚踝了，这件事我也没有想到。因此我不得不食言了。

The reason why I can’t go with you to the library is that I twisted my ankle badly last Wednesday. It is beyond my expectation. As a result, I have to break my word.

That I can’t go with you to the library is (mainly) because I twisted my ankle badly last Wednesday, which is out of my expectation. Therefore, I can’t keep my word.

1. **结尾段，再次表达歉意，并且提出弥补的措施。**

**常见结尾段句式：**

1. I sincerely hope you can forgive me and accept my apology. I would appreciate it if you could allow me to ...

我真诚地希望你能原谅我并接受我的道歉。如果你能允许我…..我会很感激的。

1. Once again, I am sorry for any inconvenience or trouble I may have caused. Would it be fine with you if I ...?

再一次因为我造成的不便或麻烦向你表达我的歉意，如果我……对你会不会好一些？

1. Again, I deeply apologize to you for the trouble I may have caused. I wonder if we could/would...

再一次因为我造成麻烦向你表达我深深的歉意，我想我们是否可以……

1. Please accept my most sincere apology again. I’m wondering if it’s convenient for you to...

请再次接受我最诚挚的道歉，我想对于你来讲是否方便……

例如：对于造成的不便我再次表示歉意。我想知道我们可否另约时间。周日上午怎么样？

Once again, I am sorry for any inconvenience or trouble I may have caused. I wonder if we could make it another time. What about 8：30 Sunday morning?

**真题再现及范文点评**

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假定你是李华，与留学生朋友Bob约好一起去书店，因故不能赴约。请给他写封邮件，内容包括：

1．表示歉意；2．说明原因；3．另约时间。

注意：1．词数100左右；2．可以适当增加细节，以使行文连贯。

**【优秀满分范文】**

Dear Bob,

I’m writing to express my apology for not being able to go to the bookstore with you on Friday afternoon.

The reason is that I have to attend an important class meeting that afternoon. Besides, I’m required to give a speech, which is out of my expectation. As a result, I can’t keep my word.

Once again, I am sorry for any inconvenience or trouble I may have caused. I wonder if we could make it another time. What about 8: 30 Sunday morning? We can set out early so that we’ll have more time to read and select books. Looking forward to your reply!

Yours,

Li Hua

**【范文译文】**

亲爱的鲍勃

我写信向你表示歉意，因为我星期五下午不能和你一起去书店。

原因是那天下午我要参加一个重要的班会。此外，没有料到的是，我被要求在会上发言。结果，我就不能遵守与你的约定。

我再次对我可能造成的任何不便或麻烦表示歉意。我想知道我们是否能改天。周日早上8: 30怎么样？我们可以早点出发，这样我们就有更多的时间阅读和挑选书籍。

期待你的回复！

**精选练习**

模拟练习1

假如你是李明，你从朋友Chris处借的电子词典不幸遗失。现在，请用英文给他写封信，内容包括：

1.告知词典遗失并致歉；

2.描述遗失经过；说明暂时无法赔偿及原因；

3. 承诺一定赔偿并再次请求原谅。

注意：

1.宇数:100词左右;

2.信的开头与结束语已为你写好，不计入总词数。

Dear Chris,

I'm sorry to tell you that I’ve lost your new electronic dictionary. Now I’m expressing my deepest apology for my carelessness.

I put the dictionary in my schoolbag after we met in McDonald’s yesterday. But to my sorrow, it was stolen on my way home. I tried to get it back but failed. How angry and guilty I felt! This morning, I went to buy a same dictionary in some bookstores but it’s very expensive. However, I promise that I'll tighten my belt these days to get you a completely new one by the end of this month.

Please forgive me again and accept my sincere apology.

Best wishes!

Yours,

Li Ming

模拟练习2  
假如你是红星中学的学生李华，你和来自美国的交换生Leo约好了这个周末一起去颐和园游玩，但你因故不能赴约。请根据以下要点用英语给他写一封信：  
1. 表示歉意； 2. 说明原因； 3. 另约时间。  
注意：1. 词数不少于80；  
 2. 开头和结尾已给出，不计入总词数。

Dear Leo，

I’ writing to express my sincere apology for failing to go to the Palace Museum with you this weekend, which we planned last week.

The reason is that my grandparents will arrive in Beijing that day and I have to meet them with my parents. My grandparents are old and I haven’t seen them for a long time. I value the time with them very much.

I sincerely hope you can accept my apology and understand my decision. Would it be fine with you if we make it another time? How about the first weekend of next month?

Looking forward to your reply.

Yours,

Li Hua

**〖高分揭秘〗**

1. **首段和尾段熟练运用道歉信的模板句式；**
2. **说明原因要合情合理，不令对方感到冒犯：按照构建和谐的人际关系，宣扬正能量的原则，选用参加义工活动，照顾他人，参加重要的会议或讲座等理由；**
3. **避免句式单一，全部都用简单句。要根据需要尽可能使用含各类从句的复合句，各种特殊句型如倒装，感叹，强调句等；**
4. **句与句之间的起承转合使用正确的连接方式：Besides, As a result, Therefore, However, Consequently, What’s more, In addition等；**
5. **至少使用4个20词左右的长句；**
6. **书写要清晰优美。**