**应用文04道歉信**

**真题回顾**

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。

【答案】

Dear Bob,

 I’m sorry to say that I cannot go to the bookstore with you on Friday afternoon. I have just found that I have to attend an important class meeting that afternoon. I hope the change will not cause you too much trouble.

 Shall we go on Saturday morning? We can set out early so that we’ll have more time to read and select books. If it’s convenient for you, let’s meet at 8:30 outside the school gate. If not, let me know what time suits you best. I should be available any time after school next week.

Yours,

Li Hua

【解析】

试题分析：题目要求写一封道歉信，就不能如约一起去书向Bob道歉，使用第一人称和一般现在时进行写作。写作内容包括：表示歉意；说明原因；另约时间。注意使用连接词，使作文内容连贯。

亮点说明：范文包括了所有要点内容，做到了语意连贯。范文使用了宾语从句that I have to attend an important class meeting that afternoon和the change will not cause you too much trouble；目的状语从句so that we’ll have more time to read and select books；条件句If it’s convenient for you；省略句If not等，长短句结合，使内容更加丰富。



 **1. 道歉信中开头段常用句式和套话**

I am writing this letter to express my regret…

我写这封信是想表达我的遗憾……

I am writing to apologize for…

我写信是为……道歉。

I would like to give you my apology for…

我想……向你道歉。

I am very sorry to say that…

我很抱歉……

I must apologize about (not) doing sth…

对于做了/没做……，我必须道歉。

Please accept my sincere apology for…

请接受我对于^的真诚道歉。

I am writing to say sorry for…

我写信是想对……说抱歉。

I am terribly sorry, but…

我很抱歉，但是……

**2.中间段：陈述理由+补救措施**

**陈述理由:**

理由：I should have been able to attend your lecture, but due to the fact that something urgent happened, I'll have to take the place of my mother to pick my aunt up at the airport, whose flight happens to arrive on Saturday night. And it's the first time that my aunt has returned to my hometown since she studied abroad several years ago. So I have no choice/option but to cancel the appointment with you.

我本应该参加你的讲座，但由于发生了紧急的事情，我要代替母亲到机场接我阿姨，她的航班在周六晚抵达，这是阿姨自从几年前去留学第一次回国。我别无选择只好取消和你的约会。

**补救措施：**

1.I want you to know how bad we feel about it and to assure you that it will happen again.

我想让你知道我们有多难过，我向你保证这不会再发生了。

2.I hope that this does not cause you too much inconvenience.

我希望这不会给你带来太多的不便。

3.It would be very kind( considerate)of you to give me another chance to do sth. I promise it will never happen again.

你太好了，再给我一次机会做某事。我保证不会再发生这种事情。

4.If it is convenient for you, let's have another appointment to do sth.

如果方便的话，我们再约去做某事。

5.Would you mind if I change the appointment time?

你会介意我改变约会的时间吗?

6.By the way, can we have dinner together some time next week?

顺便说一下，我们在下周的某个时间一起吃晚饭好吗?

7.ls it possible that I make up for the loss by doing sth.?

可能让我做某事来弥补损失吗?

**3.道歉信中结尾段常用句式和套话**

Once again, I am sorry for any inconvenience caused.

我对于所造成的任何不便再次道歉。

Please allow me to say sorry again.

请允许我再一次说抱歉。

Hope you can accept my apologies and understand my situation.

希望你们能够接受我的道歉，理解我的处境。

I sincerely hope that you will be able to think in my position and accept my apologies.

我真诚的希望你能够站在我的位置想一想，并且接受我的道歉。

I want to let you know how regretful I am feeling now.

我想让你知道我现在感觉多么的遗憾。

I am sorry that I can’t… but trust that you will be able to understand.

很抱歉我不能……，但我相信，你会理解的。

**必背模板**

**模板①**

Dear \_\_\_\_\_\_\_\_(对象),

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

The reason is that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(介绍原因).

Once again, I am sorry for any inconvenience caused. Hope you can accept my appologies and understand my situation.

Yours Sincerely,

Li Ming

**模板②**

Dear \_\_\_\_\_\_\_\_,

I am excessively sorry to say/tell you that ①\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (直接表达自己不能实现先前的愿望或约定). ②Now, I am writing you this letter of apology to show my deep regret\_\_\_\_\_\_\_\_\_\_ (表达歉意). ③Please accept my sincere apology\_\_\_\_\_\_\_\_\_\_(诚恳希望对方能接受道歉). ④I fear you are displeased at \_\_\_\_\_\_\_\_\_(表达出自己的心情，并请求对方原谅).⑤I hope you will understand me and excuse me for\_\_\_\_\_\_\_\_\_\_(过渡句). ⑥Let me explain(开始介绍道歉的原因). ⑦The reason for my delay/absence was that \_\_\_\_\_\_\_\_\_(阐述自己当时的处境和情况). ⑧I had no way out because \_\_\_\_\_\_\_\_\_\_\_ (总结自己道歉的原因). ⑨Therefore it’s not in my power to \_\_\_\_\_\_\_\_\_\_\_(希望下次再次实现愿望). ⑩Naturally, I want to suggest \_\_\_\_\_\_\_\_\_\_\_\_. I shall be glad if you will kindly write and tell me when and where you\_\_\_\_\_\_\_\_\_\_\_\_(约定下次约会的时间和地点)

We may meet again and I hope to see you soon.

Sincerely Yours, Li Hua

思路点金

道歉信的写法

 日常生活中难免会出现一些差错，如失约、损坏东西等。遇到这种情形，应及时写信致歉，以消除不必要的误解，维系正常的关系。道歉信除应及时写之外，还必须写得诚恳，歉意应发自内心，决不可敷衍塞责。再则，事情的原委要解释清楚，措辞应当委婉。

写好道歉信的关键在于措辞要朴实、委婉，语气要诚恳、真挚，解释要详细明了。例如＂I’m excessively sorry＂、＂sincere apology＂、＂deep regret＂等都是致歉之词，这就恰如其分地表达了写信人的真诚歉意。

**道歉信通常包括三部分内容：**

1.表示歉意，道歉的原由；

2.出现差错的原因，提出弥补措施；

3.请求原谅。语言要诚挚，解释的理由要真实。

4.补充说明。客套话。

好的道歉信不仅会取得对方的谅解，还会增进彼此的感情。

**必背范文**

假如你是李华。你和外教Christina原定于本周六上午一起参加＂中国传统文化日＂活动。但因故你不能履约，请根据下面的写作提示，用英语给她发一封电子邮件。内容包括：

1.告诉她不能履约；

2.解释爽约的原因；

3.希望她谅解。

注意：

1.词数100左右；

2.可适当增加细节，以使行文连贯。

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| 【必背范文】Dear Christina,I am Li Hua. I’m writing to apologize to you for not being able to participate in the ＂Chinese Traditional Culture Day＂ activity to be held on the Saturday morning with you as we planned last week.To be honest, I wish I could join in the activity, but I am afraid I will not be available because I was informed yesterday that I would have to go to Beijing for a contest on the morning of Saturday. That is why I can’t go with you. I am awfully sorry for breaking my promise and I apologize for any inconvenience it brings to you. I hope you can understand me.Wish you a good time there.Yours,Li Hua |