

给老师的英语道歉信范文_给老师的英语道歉信

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ECMS帝国之家，为帝国cms加油！

道歉信要写得坦率、诚恳。下面是小编为大家整理的给老师的英语道歉信，希望对大家有帮助。

给老师的英语道歉信篇一

Dear Ms Winston,

The purpose of this is to convey to you my sincere apologies for any inconvenience you may have experience last month with respect to the installation of your Internet high speed service.

I just returned from vacation this week and found your file in my in-basket. As soon as I reviewed your case it was clear that somehow your Jan. 20th request for a change in service had somehow slipped through the cracks. The only possible explanation I can give is that we have recently had a number of key staff changes, which might have resulted in your letter being overlooked.

Consequently, I have directed our installation group to contact you by the end of this week to set up a time convenient to you when they could go to your house and install your new router and make the necessary adjustments to your software.

Because of this serious oversight, and as a testament to our appreciation of you as our customer, we are going to provide you with your first three months of high speed service for free charge. Therefore, your account will not be billed until June of this year.

Ms. Winston, let me assure you that what happened in your case is not typical of CableNets level of customer service. We continue to be committed to providing you and all of our customers with the highest standards of service in the industry.

If you have any questions please don't hesitate to call me at*****.

Yours in service

Tony

给老师的英语道歉信篇二

Dear Sarah,

I am terribly sorry to tell you that I am unable to attend your birthday part next Thursday evening. That is owing to the fact that my younger brother suddenly fell ill and was taken to a hospital this morning. I have to go there immediately and take care of him. As told by the doctor in charge, it will take around five days for him to recover and I have asked my boss for a leave.

I really regret that I cannot go to celebrate your birthday personally and would miss the perfect chance of enjoying myself with all our old friends. I have chosen a small gift for you and will send it to you tomorrow to show my best wishes. Besides, please give my regards to our friends when you meet them at the party.

Cordially,

Li Ming

给老师的英语道歉信篇三

Dear Miss Nancy,

Much to my regret I was unable to keep my promise to attend your birthday party last Saturday, owing to the fact that my little son was suddenly taken ill early that day.

Hoping to see you soon.

Truly yours,

Tom

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