

# 商务英语的道歉信

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范文网，为你加油喝彩！



## 商务英语的道歉信

在日常生活中，越来越多人会去使用道歉信，在写道歉信的时候要注意态度诚恳、语气温和。为了让您在写道歉信时更加简单方便，以下是收集整理的商务英语的道歉信，希望能够帮助到大家。

### 商务英语的道歉信1

Dear Ms Sciberras,

I would like to apologise for not returning the books but I have been away from school for a week because I had the measles. I will not be coming to school for another week or so. I promise I will return the books as soon as I am back.

Thank you.

Regards,

Anita Borg

## 商务英语的道歉信2

Hi George,

I ' m really, really sorry but I just can ' t make it for basketball practice this evening. We ' ve got a biology test tomorrow and I haven ' t yet started studying for it. I can ' t afford to fail the test, because I already failed the last one.

I promise to make up for it by the next practice session.

Ron

## 商务英语的道歉信3

Dear Mr. / Ms,

I was very concerned when I received your letter of yesterday complaining that the central heating system in your new house had not been completed by the date promised.

On referring to our earlier correspondence, I find that I had mistaken the date for completion. The fault is entirely mine and I deeply regret that it should have occurred.

I realize the inconvenience our oversight must be causing you and will do everything possible to avoid any further delay. I have already given instructions for the work to have priority and the engineers working on the job to be placed on overtime. These arrangements should see the installation completed by next weekend.

## 商务英语的道歉信4

Dear Mr Gatt,

I am sorry to hear about the problems you have been experiencing with the order you placed with us on the 23rd January. I cannot as yet say who is at fault but I assure you there will be a full investigation. Moyra Brown, who is our production assistant, will contact you shortly to arrange suitable compensation for the inconvenience that has been caused.

I would like to apologise once more.

Yours sincerely,

George Hili

## 商务英语的道歉信5

Dear Mr. Grison

Thank you for your letter of 6 May 20xx concerning the faulty tableware.

I am extremely sorry to learn that the delivery you took on 2 April was of poor quality. This was due to our faulty packing machine. We now have it repaired and we will replace the faulty delivery free of charge within three days.

We have been supplying you for five years and we will replace the faulty delivery free of charge within three days.

We have been supplying you for five years and you have always been one of our excellent customers. Therefore, I greatly regret the inconvenience it has caused and would like to offer my sincere apologies. I can assure you that such occasion will not occur and our supplies in the future will again be of our usual high standards.

I hope that you can use our company as your supplier in the future.

Your sincerely

## 商务英语的道歉信6

Dear Mr. Sation

With reference to your letter dated 3rd May 20xx, I am writing to apologies for the mistake we made.

The mistake was made because our computer broke down on 29 April. I can assure you we will send the cheque of \$200 to you in two days. We will offer you 20% discount for you next stay.

Please accept our apologies for the inconvenience this error has caused you and we look forward to meeting you again.

Your sincerely

## 商务英语的道歉信7

Dear Sir or Madam,

Thank you for letter of 5 May 20xx.

I must apologies for the delay in replying to your letter of 15 April. Unfortunately some members of our staff have recently been off sick. This, at a time when several of our employees take their annual leave, has resulted in unavoidable delays in replying to letters.

I enclose the price list of our company as requested and look forward to hearing from you.

Your sincerely

## 商务英语的道歉信8

XXX：

我很抱歉，星期五下午我不能和你一起去书店了。我刚刚发现那天下午我必须参加一个重要的班会。我希望这个改变不会给你带来太多麻烦。

我们周六上午去好吗？我们可以早点出发，这样我们就可以。我会有更多的时间阅读和挑选书籍。如果是。对你来说很方便。我们八点半在学校门口见面。如果没有，让我知道什么时候最适合你。下周放学后我随时都有空。

李华

## 商务英语的道歉信9

dear frank:

i am terribly sorry to tell you that i have lost the valuable book you were so kind to lend me last week. i read it everyday and intended to finish it next month. last night when i came to my room, it was nowhere to be found. i will try to recover it as soon as possible. if i fail to find it, i will get a new book for you.

but i am afraid it can never take the place of the old one. old books are like old friends. once lost, they can never be replaced. they are connected with cherished associations which the new ones can never have. and for this irrecoverable loss, i am to blame. i was so careless with my things. this is a warning to me to be more careful in the future.

yours truly

## 商务英语的道歉信10

Dearxxxxx,

I am writing this letter to express my apology that xxxxxxxxxxxxxxxx.

I feel terribly sorry about this. Once again, I am very sorry for any inconvenience caused.

I will be really appreciated if you can accept my apologies and understand my situation.

Yours Sincerelyxxxxxx

## 商务英语的道歉信11

Dear Mr. Clinton

Thank you for your letter of 9 May 20xx concerning faulty goods purchased in our store in London.

I am very sorry indeed that you were not satisfied with the pencils that you bought from our store.

Our company is always trying to improve the quality of its merchandise and we are very unhappy when one of our products does not give satisfaction. In fact, this was due to the breakdown of our packing machine.

In the meantime I regret the disappointment you were caused. As a gesture of goodwill, I have pleasure in refunding the cost of the pencils. And enclose a gift voucher that you can use in our London branch.

Thank you for bringing this matter to our attention. I hope any further purchases you may make at our stores will be up to our usual high standards

Yours sincerely

Paul Harvey

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Paul Harvey

Customer Relations.

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Your sincerely

## 商务英语的道歉信14

To :

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

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