

SAMPLE APOLOGIES LETTER

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Introduction

An apology letter is written when a person feels guilty or rather realizes his fault after committing a mistake. The person feels sorry for his or her mistake and then decides to apologize. There are many ways to ask for apologies and from the many, writing a letter and asking for apology is indeed the best. Though technology has advanced, letters still remain the best way to communicate feelings.

Writing an apology letter is not at a difficult task. If you are sorry for something then you can clearly write your apology and ask for forgiveness. Lastly asking for apology by writing the letter is indeed the best way to rectify your mistake.

Sample apologies letter Tips

Here are some of the helpful tips to write an apology letter:

- While writing an apology letter do not fail to address the person
- Greet the person at the beginning of the letter
- State in the letter that you are sorry from your heart for the committed mistake
- Try to persuade the person
- The language of the letter should be soft and polite
- Do not make any grammatical mistakes
- End the letter by giving an assurance that you won't commit such a mistake in future

Sample apologies letter

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Apology letter

Dear Sir,

I am writing this letter to you to ask forgiveness for the way I spoke to you two days. Due to some family tension I removed my anger on you and spoke to you rudely. I know I was wrong and I should not have behaved in such a way and spoken so rudely in front of the management.

I apologize for my behavior and promise to never behave the same in the future. I know it was a very embarrassing situation for you and the management and I am ashamed of my conduct. Once again I apologize and hope that you forgive me and give me a last chance to prove myself.

Thanking You

Yours truly,

Name and Signature

Sample apologies letter Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Apologize letter

Dear _____(Sir or Madam),

I am sorry for my behavior at your birthday party. I understand that I spoiled your day and created a scene in front of everyone. I do not want to explain how it happened but still want you to know. You must be aware that I do not take alcohol, but that day I was forced to, with some of our common friends. I got carried away.

I really was not in my senses and I didn't know what I was speaking. It's only in the morning I realized what all I spoke and how much I hurt you. You trusted me and called me to the party and I messed up the whole party. I can understand how you must have felt in front of your parents. Please forgive me and I promise that I will not behave in such a manner again. I do not want to lose your friendship. Believe me I will not repeat this in the future.

I apologize for the inconvenience and I will come and talk to your parents and sort out all the things.

I hope you will forgive me.

Thanking You

Yours truly,

Name and Signature

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