FYBSc ENGLISH (SEMSTER 1)

TOPIC 7

LETTERS OF APOLOGY

“RIGHT ACTIONS IN THE FUTURE ARE THE BEST APOLOGIES FOR BAD ACTIONS IN THE PAST”

 Tryon Edwards

Apology is expressing your regret on not doing something. It is good to apologize as early as it is possible.

An apology can be for an incomplete work, for a damage, delay, an error, breach of trust, for hurting feelings, for an offensive behaviour or anything like this.

A letter of apology can be written in both formal and informal.

Such a letter is written in business circles, to groups or to companies and even to individuals, those we think deserve a certain respect.

Your letter should be clear, without any ambiguity, the tone should be amiable. Mention your mistake and be very open and clear about your mistake.

**Things to keep in mind when writing your letter**

* **Accept your mistake.** The important part of the apology letter is to accept that you were wrong. Whether you have a genuine reason for acting or saying what you said or did, you have to acknowledge that you were wrong. To make sure that you write it in the best way, reflect on what you did before writing the letter.
* **Be genuine.** Remember before you even send the apology letter, the recipient already knows what you did wrong. In this case, you have to be straight forward on what you did and mention the mistake in the letter. This will prove that you are sorry and have taken responsibility.
* **Own up your mistake.** Write this letter without trying to drag someone else or blaming another person for leading you to behave badly. Focus on your actions and feelings.
* **Do not make excuses.** There could be a good reason on why you cheated on exams or why you shouted at your teacher, this does not give you a ground to make excuses in the apology letter. Excuses will only undermine your efforts and make you look like you are justifying the mistake.
* **Promise not to repeat the mistake again.** There is always a lesson learnt from a mistake. This is whether it was unavoidable or intentional. The best way to mend this mistake is to promise not to repeat it again in future by explaining the measures you have put in place to make sure that the mistake does not happen again.
* **Keep your promise.** To make sure that you keep the promise, it is good to only promise on what you know is applicable and you can keep. Do not promise that you will not doze off in class again if you know that you are on medication that causes drowsiness, in such a case, explain the situation you are in. Make promises that you only know that you can keep.
* **Summarize what you have learnt.** Explain what you have learnt from a mistake. For example, if you missed a lesson because you had a personal matter to attend to, you can say that you have learnt from the mistake and next time you will call in to excuse yourself for missing the lesson.

Imagine you are the Sports Secretary of your College. On the College Sports day you were absent. Write a letter of apology to the Vice-President of the Students’ Central Committee.

From

…………………………

…………………………

………………………….

Date: …………………

To

…………………………..

…………………………..

…………………………..

Sub: Apology for not being Present on the Sports Day.

Respected Sir

I am writing this letter to sincerely express my regret for not being present during the Sports Day.

As the Sports Secretary, I was expected to be present with my team for the smooth conduction of the event. I am aware that my absence must have caused a lot of inconvenience as I was given the responsibility of conducting the event.

I do not want to give excuse for my absence. But the truth is the bus I was travelling in broke down and I was not able to get any transport to reach the college.

I assure you that this will not happen in future and once again apologise for my absence. I request you to kindly accept my apologies.

Yours Sincerely

Your behaviour with the teacher in the class was very rude. Write a letter of apology to your teacher.

From

…………………………

…………………………

………………………….

Date: …………………

To

…………………………..

…………………………..

…………………………..

Sub: Apology for my rude behaviour.

Respected Sir/ Madam

I am writing this letter to sincerely apologize for my rude behaviour with you in the class yesterday. I realize that such behaviour is not acceptable anywhere and that you had my best interest in mind when you scolded me as I was talking.

I assure you that I will never repeat such behaviour. Kindly accept my apology and forgive me.

Yours Sincerely

You were punished by the head of Chemistry Dept for playing mischief in the Chemistry Lab and you were suspended from attending the practical sessions. Write a letter of Apology.

From

Name: ……………………

Roll No…………………..

Class ……………………

Date: …………………

To

The Head

Chemistry Dept.

VP & R P T P Science College.

Vallabh Vidyanagar.

Sub: Apology for doing mischief in lab

Respected Sir/ Madam

I am w………. (1) this letter to s………..(2) a………….(3) for my b………….(4) in the Chemistry lab.

Sir, I have r……… (5) that playing m………….(6)in chemistry lab is very dangerous and can cause serious i……….(7) to people present and also cause a…………/mishap(8)in the lab. I had no r………(9) to put others at risk by my pr……….(10).

My behaviour also disrupted/disturbed (11) the whole session. Therefore, I am really sorry for what happened.

I a…………..(12) you that this will not happen in future again and kindly a…………. (13) my apology.

To

The Head

Chemistry Dept.

VP & R P T P Science College.

Sub: Apology for my rude behaviour.

Respected Sir/ Madam

I am writing this letter to sincerely apologize for my behaviour in the Chemistry lab.

Sir, I do realize that playing mischief in chemistry lab is very dangerous and can cause serious injuries to people present and damage the lab. I had no right to put others at risk by my actions.

My behaviour also disturbed the whole session. Therefore, I am really sorry for what happened.

I assure you that this will not happen in future again and kindly accept my apology.

Yours sincerely