

WRITING APOLOGY LETTERS

One of the reasons for writing formal/official letters is to apologize to our superiors.

When writing these letters, we follow;

WA- writer's address

DA- date

RA-Recipient's address

SA- salutation

Re- reason/ title of the letter

BO- body

CO-conclusion

Yours faithfully/ yours sincerely

SI-signature (name in small letters)

NA-name (In capital letters)

INTRODUCTION

- I am writing to apologise for.....

CONCLUSION

- I shall be happy if my apology is accepted. / I shall be happy if you forgive me. / I shall be happy to receive your forgiveness.

NOTE: -Read the instructions and follow specifically what they have told you to do.

- Avoid using a lot of words in your body, do what the instructions tell you do.
- If the person to whom you're writing knows you as you know them, use **Yours sincerely** as your complementary phrase.
- If the person to whom you're writing doesn't know you, use **Yours faithfully** as your complementary phrase.

SAMPLE APOLOGY LETTER

Your class monitor told you to sweep the classroom immediately after the last lesson. At that very time you had to wash your clothes and bathe, so you decided to forego the sweeping because the time was not enough. Write a letter to your class monitor and apologize for not sweeping the classroom as she had told you. Tell her why you didn't sweep and suggest another day you're going to sweep. Use your school address.

Namirembe Parents' School,
P.O. Box 29928,
Kampala.

Thursday, 2nd April 2, 2020

The Class monitor of P7N,
Namirembe Parents' School,
P.O. Box 29928,
Kampala.

Dear Madam,

Re: APOLOGY FOR NOT SWEEPING THE CLASSROOM

I am writing to apologise for not sweeping the classroom as you had told me. I didn't manage to sweep because I had some other work like washing clothes and bathing at the same time I had to sweep, so the time was not enough.

I suggest to sweep the classroom tomorrow at lunchtime.

I shall be happy if you forgive me.

Yours sincerely,

Johnson kalondo

JOHNSON KALONDO

ACTIVITY

You were given some work to do during your holiday by the teacher of science. You didn't do this work because you wasted most of your time playing and chatting with friend on WhatsApp. Using your school address, write a letter to your teacher of science and apologise for not doing the holiday work he had given you. Tell him why this happened and promise not to do it again.