

PERSONAL APOLOGY LETTER SAMPLE

Included:

Introduction

Personal apology letter sample Tips

Sample Personal apology letter sample

Personal apology letter sample Template

Introduction

Personal apology letter depends upon the receiver, if the recipient is someone close to you or beloved person, you can write your letter in informal format where you can add up few personal touches of yourself. Whereas, if it's a business apology letter, there should be a simple formal format wherein all the points should be touched upon clearly.

You need to consider the tone of the letter, length and method of delivery of the letter. The format of the letter plays a very important role in the effectiveness of the letter. The elements help you to make the letter perfect and help you achieve your target of acquiring forgiveness.

Personal apology letter sample Tips

There are some key elements you should keep in mind while writing an apology letter:

- Time of the letter.
- Language of the letter.
- Tone.
- Simplicity.
- Length of the letter.
- Words used in the letter.
- Method of delivery.
- Font, indent, paragraphs used in the letter.
- Reasons given behind writing the letter.
- Opening and closing of the letter.
- Saying sorry for your mistakes.
- Ending the letter on a positive note to make the person smile and feel good.

Sample Personal apology letter sample

Dear (Name of the recipient),

I hope my letter finds you in pink of your health. I am really sorry for not being able to attend your wedding ceremony on 4th August 2013. I know I have disappointed you a lot by doing this, but I couldn't manage as I was having an official tour at that period of time.

I was not aware of this tour before and it can as a shock to me as I knew that it was on the day of your marriage. I really wanted to attend your wedding ceremony but deeply regret and accept my fault.

I wish you forgive me and revert as soon as possible. I am planning to come and meet you and your bride soon. Let me know when I can call you as I need to apologize again in front of you.

Thank you so much.

Sincerely,

Your Name.

Personal apology letter sample Template

Dear (Name of the recipient),

I know that you will view my letter in an aggressive mood. Before I continue with the letter, I would like to apologize for _____ (What was the Reason for Apology). The incident that happened on _____ (What was the Date When The Issue Took Place) truly broke me apart as I know I am completely to blame for the wrong that happened on that day.

I am now ashamed of my behavior and do apologize for the same. I hope that you will forgive me and this episode will not break our friendship.

Thanking You

Yours truly,

Name and Signature

Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided "as is", and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from www.letters.org