APOLOGY LETTER

**Apology Letter** is a **letter** written simply to **apologise** to someone for one's mistake. A **letter of apology** is also a mean to mend up broken or troubled relationship between two people or two organisations.

LAYOUT

PARAGRAPH ONE

* State your apology

PARAGRAPH TWO

* Give details or reasons for your apology

PARAGRAPH THREE

* Apologize

“I apologize for any inconvenience my…..”

TASK

On the 11th of March, you were absent due to the fact that on that day, you had an appointment with the Dentist. Now that you are back in school your class teacher wants an explanation for your absence. Write an apology letter to your class teacher to explain your absence on the 11 March 2020

* Create your own addresses
* Add any necessary details
* Set your letter in the way you were taught