

## Lesson D

# Saying you're sorry

### Course 15, Unit 8 – Lesson D Writing an e-mail to apologize

Think of a time when you apologized or should have apologized to someone.  
Write an email to apologize. Follow the four steps.

To: Friend  
From: Jorge Millan

Dear Friend,

I wanted to express my deepest apologies for the argument we had last night. I take full responsibility for my actions. I wasn't thinking things through when I said all those mean things. Looking back at it now, I regret everything I said. I shouldn't have insulted you and called you all those names. It was very rude and inconsiderate of me. I promise it will never happen again. Especially now that I consider it a lesson learned. I hope we can remain friends.

Sincerely,  
Jorge Millan

**1. Express your apology**  
**2. Accept responsibility**  
**3. State exactly what you did wrong.**  
**4. Repair the damage and promise not to do it again.**

To: \_\_\_\_\_  
From: \_\_\_\_\_