

# 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.



The screenshot shows an email client window with a header bar containing 'To: Friend' and 'From: Jorge Millan'. The main body of the email contains a letter of apology. The text is color-coded to match the four steps listed in the adjacent box: red for step 1, blue for step 2, purple for step 3, and green for step 4. The letter concludes with 'Sincerely, Jorge Millan'.

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.



The screenshot shows an empty email client window with a header bar containing 'To:' and 'From:' fields. The main body of the email is empty, ready for the user to write their apology.

To:   
From: