

Match the parts of the formal letter

From,

Sarah Ali,

Dahrar Street, Hofuf

20th September, 2023

To,

The Class Teacher,

Al Reeyada International School,

K.S.A

Subj: Apologising for misbehaving in the class.

Dear Mr. Ahmed,

I am writing this letter to convey my deep regret and apology for misbehaving in class. I am sorry for the incident that happened yesterday. I really don't want to behave rudely to anyone, but yesterday I was really annoyed by my friend.

When my friend kept on talking to me during your lecture, I shouted at him and you were really annoyed. Then, I realised my mistake and I knew that instead of shouting, I should have reported it to you. At that time, I must have accepted what you told me, instead I got rude and misbehaved with you too.

I know it was not a good impression that I created in the class. I assure you that I will never misbehave in class. I am ashamed of what I did. I hope you understand and accept my apology.

Yours faithfully,

Sarah Ali

Sender's Address	Main Content/Body	Subject	Date	Closing
Salutation	Conclusion	Signature	Receiver's Address	Introduction

