

Apology Letter – Sample #2

You should spend about 20 minutes on this task.

Write a letter to the admissions office of Oxford University explaining why you missed the entrance examination a few days ago.

In your letter you should:

- *explain why you missed the original examination*
- *ask for another chance to take the exam*
- *apologize for missing the first exam*

Write at least 150 words.

You do NOT need to write any addresses.

Begin your letter as follows:

Dear....

Planning with Brainstorming

Beginning	
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Introduction	
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Body	
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Ending	
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Signature	
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Model Answer

Dear Sir/Madam,

I registered for the university entrance exam held last Saturday. My candidate number is 12345. I am writing to apologize for missing the examination for your university on Tuesday, 24 April, and to request another opportunity to attempt the exam.

I would like to explain why I could not attend the exam, and hope that you will be able to make an allowance for me, given the unfortunate circumstances surrounding my absence. As you know, the bus drivers have been on strike recently. I am particularly affected by this since I live in a remote village, Buckleweed, where there is only one viable transport, buses. Unfortunately, I was not able to find anyone who could offer me a ride on the exam day, so I could not reach Oxford for the entrance exam.

I would therefore like to apologize again for missing the exam, and to request your understanding of my situation. I hope you can offer me an alternative date to sit the exam.

Yours respectfully,

David Hunt

word count - 170