

## An apology letter to the boss

Rowshan Mckinnon  
77 Chapel St.  
Belmore  
NSW 2192  
Ph: 0423590813  
Email: [rowshan\\_quazi@hotmail.com](mailto:rowshan_quazi@hotmail.com)

1 June 2011

Joyce Bolton  
Team Manager  
Safe Home  
Marrickville  
NSW 3290

Dear Ms Bolton  
Re: Apology for misbehaviour

Please accept my sincere apologies for my misbehaviour on 20 May at the team meeting. I deeply regret my actions. My actions were truly disrespectful, inappropriate and unprofessional. While i cannot alter what has happened, i promise in the future, i will practice more restraint and professionalism to ensure that similar incident will not occur that caused this uncomfortable and embarrassing situation. I value our professional relationship and firmly believe that our teamwork will continue to produce solid work that will benefit Safe Home and our clients. I look forward to working with you in a cordial and positive atmosphere again as a team member. If you would like to discuss this matter further please contact me.

Yours Sincerely  
Rowshan Mckinnon

## An apology letter to a customer

Rowshan Mckinnon  
Store Manager  
Mega Zone  
More Park  
NSW 3292  
Ph: 02 9999 0000  
Email: [mega\\_zone@hotmail.com](mailto:mega_zone@hotmail.com)

1 June2011

Mrs. K Williams  
60 Oneata Ave  
Marrickville  
NSW 3292

Dear Mrs. Williams  
Re: Apology for wrong delivery

Please accept our most sincere apologies for the difficulties and inconvenience you experienced for the mix-up your last order. We are deeply sorry that this issue has caused so much distress to you. At Mega Zone, we strive to deliver the best products and services and the satisfaction to our valued customer like you. Unfortunately, due to key staff changes, the issue you have experienced went unnoticed through our process. We have corrected your order and shipped it out this morning. At Mega Zone, we show our deep appreciation for our customer. Please accept a 10% discount on your order for the difficulties and inconvenience that you experienced. If you have any enquiries regarding this matter, please feel free to discuss it with me at above email or phone.

Yours Sincerely  
Rowshan Mckinnon

## An apology letter to a friend

Rowshan Mckinnon  
77 Chapel St.  
Belmore  
NSW 2192  
June 1, 2011

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Victoria Balasami  
39 Forrest Rd.  
St. Peters  
NSW 3425

Dear Vicki

I am so sorry i couldn't attend to your "Get Together" Party. I know how awful it is when you are counting on someone and she lets you down. I know you expected me to be there as your best friend and it was important to you that i attend but i didn't !

So, that makes it even harder for me to try to find the words to apologize to you.

As you know me when i make a promise, i try my best to keep it. So i am both sorry and embarrassed that i was not able to be honest to my word in this time and i regret that you had to try to make an excuse for my absence.

I hope i can make this up to you in the future. i promise, at a future party i will be there to make up for all i missed this time around. I'll be expecting my invitation when you do your next one.

Please give me a call as soon as possible so that we can talk.

Yours  
Rowshan