

IELTS General Training - Task 1: Apology Letters (Samples)

Sample 1: Formal Apology (Band 9 Model)

Dear Mr. Carter,

I am writing to sincerely apologize for missing the team meeting held on Monday morning. Unfortunately, I was caught in heavy traffic due to an unexpected road closure, and despite leaving home early, I arrived at the office too late to attend the session.

I realize that my absence may have caused inconvenience, especially as I was supposed to present the weekly sales report. I have attached a detailed copy of the report to this email and will make sure to review the key points with you personally.

Please accept my sincere apologies once again. I assure you that I will take extra measures to avoid such issues in the future.

Yours faithfully,
Laura Mitchell

Sample 2: Informal Apology (Band 9 Model)

Hi Jake,

I just wanted to say I'm really sorry for missing your birthday party last weekend. I had every intention of coming, but my younger sister suddenly fell sick, and I had to take her to the hospital. By the time we got home, it was already too late.

I know I should have called or sent a message to let you know — that was totally my fault. Let me make it up to you with dinner next Friday if you're free. I'd love to catch up and hear how the party went!

Take care and talk soon,
Emma