

## **Make an apology**

sample letter

**Write a letter to your landlord. In your letter:**

- 1. apologise for the disturbance**
- 2. explain the situation**
- 3. say how you will remedy the situation**

Dear Mr Jones,

I am writing to apologise for the incident last week when some of my neighbours complained to you. I am most embarrassed about this, because I am normally a quiet person and I do respect the privacy of my neighbours.

The reason for the excessive noise was that it was my 30th birthday party and my girlfriend threw a surprise party for me. She had invited around 20 of my friends to help me celebrate the big day and perhaps she did not realise how much noise would be made by the travelling disco she had hired. I would also explain that after I had got over the shock, I did knock on the door of my immediate neighbours to ask if they wanted to come round and offering to turn the music down after 11 o'clock. Unfortunately, I did not think of inviting the other residents of the block.

Once again, please accept my apologies and rest assured that this situation will not be repeated. I have since personally apologised to my neighbours, who were all very understanding.

Yours sincerely

John Smith