

An informal letter of apology

Dear Alia,

Hello! How are you and how is your family? I hope you are all doing great.

I am writing this email to apologize about what happened. I am so sorry that I didn't give your book back, but I can explain what happened. I was really in need for this book for a project at school but when I finished with it, I was completely busy and I forgot all about it.

The reason why I was busy is that my family had decided to move to the city at the earliest time so, we were very occupied while packing our stuff and I forgot about the book.

I apologize again about what happened. I will try my best to send the book by Mail and sorry for being late.

Yours,

Hoor Saif Al Saeedi

Durra Al Hashimiyah School (5-9)