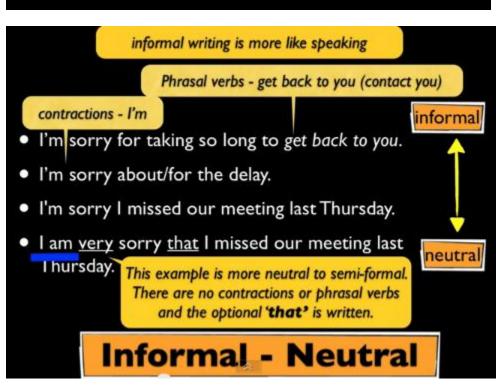




Sorry about/for sth Sorry for +V+ing I'm sorry for taking so long to get back to you. I'm sorry about/for the delay. — Sorry about/for + noun I am sorry (that) I missed our meeting last Thursday. Sorry + (that) clause (Subj + Verb)



I/we apologise for + sth apologi<u>z</u>e (US spelling)

We sincerely apologise ...

Make stronger with sincerely.

I/we apologise for + sth

· I apologise for the delay in replying to your email.

I apologise for + noun/V+ing

- I apologise for missing the meeting.
- We sincerely apologise for the poor standard of service you received.

Neutral - Formal

Please accept my/our apologies for...

Using the plural noun apologies.

Please accept my **sincere** apologies...
Please accept my **sincerest** apologies...

Make stronger with sincere/sincerest.

Please accept my/our apologies for...

apologies for + noun

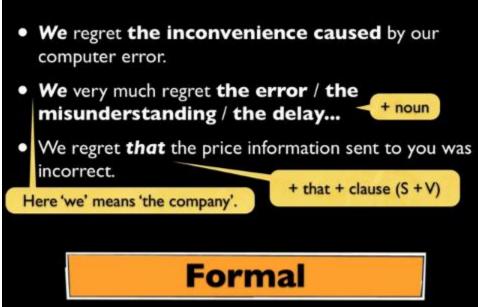
 Please accept our apologies for any inconvenience caused.

'inconvenience caused' is a common phrase

 Please accept my apologies for the delay in shipping your order.

Neutral - Formal





Souce: www.mybusinessenglish.com

http://www.youtube.com/watch?v=Mux Dk4OUEw

<iframe width="640" height="360" src="//www.youtube.com/embed/Mux_Dk4OUEw?rel=0"
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