



How to
apologize

Informal Apologies

- I'm sorry about + verb + (ing)
- I'm so sorry
- I really apologize for + noun or verb + (ing)
- Sorry
- Sorry for that
- Please forgive me, I didn't mean it

That's OK

That's fine

It's no big deal

No problem

These things happen

Formal Apologies

I apologize for + verb + (ing)

I'm terribly sorry for + verb + (ing)

I'm terribly sorry for + noun

I owe you an apology

My sincere apology about + verb + (ing)

I'm awfully sorry for + noun

I deeply regret that

- That's quite all right
- Please don't worry about it.
- I accept your apology.

Accepting responsibility

I promise it won't happen again

She said she will be more careful next time

I will do my best not to repeat it

He will try as hard as he can to fix this

Please, be assured that this will never happen again

Examples



- **A:** why are you late? We almost finished the meeting.
- **B: I'm terribly sorry.** I had a car accident

Examples

- A: why didn't you bring me my money?
- B: **I'm so sorry my friend.** I really had to pay the rent. Next Thursday.



Examples

- A: My sincere apologies for the mistake I made. Please be assured that this will never happen again.
- B: That's quite all right.

