

Letter of apology

You have promised your boss that you will work some extra hours next weekend. Due to a family problem, you will be unable to fulfil your promise. Write a letter of apology to your boss explaining your reasons and promising to make it up to him/her. Use the pen-name Mari Mets/Mart Mets for yourself. **Do not write** any addresses. You should write **120** words.

References

- Evans, V. 1998. *Successful Writing Proficiency*. EU: Express Publishing. (p 50)