**７－６　おわびの表現**

■　I’m sorry I didn’t respond to you earlier.

* We apologize for the inconvenience caused by the delay in delivery.

■　Please accept my apologies for my careless mistake in the invoice.

■　We are terribly sorry that our goods were damaged during shipment.

■　I want to extend my apologies for not attending the meeting.

■　Please forgive me for taking a long time to submit a quotation.

■　I apologize that there was a shortage in our last shipment.

■　We are sorry for not providing important information earlier.

■　I cannot apologize enough for having sent you the wrong items.

■　I wish to take this occasion to apologize to you from the bottom of my heart.

■　I hope you will forgive me for making you feel uncomfortable.

■　My sincere apologies for being late for the appointment.

■　Let me apologize for disappointing you because of the poor customer service.

■　I would like to offer my sincere apology to you for my inappropriate behavior yesterday.

■　I’m terribly sorry for not being able to accept your invitation.

■　I really have to apologize to you for my rude behavior.