



INDIAN SCHOOL DARSAIT
ENGLISH-WRITING SKILLS
LETTER OF APOLOGY



FORMAT:

1. Sender's Address

↓
PO Box 1553, PC 113
Jibru
Muscat
Sultanate of Oman

2. Formal Date

↓
14th August 2018

3. Receiver's Address

↓
The Librarian
Muscat Library
Sultanate of Oman

4. Salutation

↓
Dear Sir

5. Subject

↓
Topic to write on

6. Body of the letter

7. Leave taking

↓
Yours faithfully

8. Subscription

↓
Signature
Name