

Sample:

You are Rayan studying in class IV B , in Indian School Darsait, Muscat-Sultanate of Oman. You have lost your school library book titled Harry potter and the Philosopher's Stone. Write a letter to the Librarian of the school apologizing him/her for the lost book.

Rayan
IV B
Indian School Darsait
Sultanate of Oman

14th August 2018

The Librarian
Indian School Darsait
Muscat
Sultanate of Oman

Sir

Subject:Apologising for losing school library book.

I am writing to express my sincere regret and to apologise in losing the book which I had borrowed on 5th of August titled Harry Potter and the Philosopher's Stone from the school library.

I am willing to either replace the book or pay the cost of the book. I would be grateful if you would let me know your decision at the earliest.

Yours faithfully
S/d
Rayan

Practice Question: Write a letter to the Supervisor of the school apologizing him as you and your friends broke a table in the class as you were playing during the recess.