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examples of formal and informal email Writing Letters:
formal \u0026amp; informal English Formal And Informal Email Phrases

Formal. We would like to apologize for any inconvenience caused. Please accept our apologies for the delay. Please let us know what we can do to compensate you for the damages caused. We will make sure that this will not happen again in the future. I am afraid I will not be able to attend the conference. Informal. I'm sorry for the trouble I caused.

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