

## GENERAL WRITING TASK 1

**8. You borrowed a book from your friend, and it was damaged. Write a letter to apologize and explain the circumstances.**

To the [Name of Your Friend],

This letter is hoping that you are doing well. In this letter, I am writing with a heavy heart to apologise for the state in which I returned the book that you so kindly lent to me. The title of the book is [title of book].

[Please explain the events that lead to the damage] Unfortunately, when I was reading the book, [please explain the damage]. I am aware of the worth of the objects that I have borrowed, and I accept complete responsibility for any damage that may have been caused.

I am more than prepared to either compensate you for the cost of new copies of the book or replace the book with a new copy. I would appreciate it if you could tell me how I may make up for this lack of effort.

Please accept my heartfelt apologies for any trouble that may have been caused, and know that I am grateful for your understanding.

Sincerely, yours,

[Your Name] [Your Name]