

How to Give **Bad News**

- Please don't take this badly but...
- It is my unfortunate duty to tell you that ...
- There is no easy way to say this but ...
- I'm sorry to have to tell you this but ...
- Unfortunately ...
- I tried ... but ...
- I need to warn you that I have some bad news ...
- I'm afraid I've got some bad news ...
- I regret to inform you that ...
- I'm afraid to inform you of ...
- I've got some bad news I'm afraid ...
- I'm afraid I've got something sad to tell you ...
- I feel really bad having to tell you this but ...

