

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for [specific incident or behavior] that occurred on [date]. I understand that my actions may have caused [mention consequences or feelings], and for that, I am truly sorry.

It was not my intention to [explain the impact of the incident], and I take full responsibility for my actions. I value our working relationship and appreciate your understanding in this matter.

To rectify the situation, I am [mention any steps you will take or have taken to address the issue]. I am committed to ensuring that this will not happen again in the future.

Thank you for your understanding and patience. I appreciate your support and am hopeful for the opportunity to move forward positively.

Sincerely,

[Your Name]
[Your Position]