

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient Name]
[Recipient Title]
[BBC Bitesize]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to sincerely apologize for [briefly explain the issue or situation]. It was not my intention to [express what went wrong] and I understand how my actions may have affected [mention any parties involved or affected].

I take full responsibility for my actions and regret any inconvenience or distress I may have caused. [Optional: Mention any steps you have taken or plan to take to rectify the situation].

Thank you for your understanding and patience in this matter. I greatly appreciate the opportunity to learn from this experience.

Sincerely,

[Your Name]

[Your Position, if applicable]