

****Apology Letter Format Checklist****

1. **Sender's Address**

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

2. **Recipient's Address**

- [Recipient's Name]
- [Recipient's Title/Position, if applicable]
- [Recipient's Address]
- [City, State, Zip Code]

3. **Salutation**

- Dear [Recipient's Name],

4. **Subject Line (optional)**

- Re: Apology for [specific incident]

5. **Opening Statement**

- Express regret for the situation.

6. **Explanation/Context**

- Briefly explain what happened.

7. **Acknowledgment of Responsibility**

- Take responsibility for your actions or the incident.

8. **Expression of Regret**

- Clearly state your regret regarding the situation.

9. **Proposed Solution or Amends**

- Offer a way to make amends or rectify the situation.

10. **Closing Statement**

- Reiterate your apology and express hope for resolution.

11. **Complimentary Close**

- Sincerely,
- [Your Name]
- [Your Position, if applicable]