

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to sincerely apologize for the recent ethical oversight that occurred regarding [briefly describe the specific issue].

I understand that this oversight may have caused [mention any consequences or impact of the oversight]. Please know that it was never my intention to [express intent], and I take full responsibility for my actions.

To address this issue, I have taken the following steps: [list any corrective actions or measures that have been implemented]. I am committed to ensuring that this situation is handled with the utmost seriousness and that such incidents will not occur in the future.

Once again, I deeply apologize for any inconvenience and disappointment this may have caused. Thank you for your understanding, and I appreciate your patience as we work through this matter.

Sincerely,  
[Your Name]