

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally apologize for [specific incident or action]. I understand that my behavior caused [explain the impact or concern], and I take full responsibility for my actions.

I sincerely regret any inconvenience or distress I may have caused and assure you that this was not my intention. Moving forward, I am committed to ensuring that such situations do not occur again by [mention any steps or changes].

Thank you for your understanding and patience regarding this matter. I value our relationship and hope to resolve this to your satisfaction.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]