

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Company 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]. I understand that my actions may  
have caused [describe the impact, feelings, or consequences].  
Please know that it was never my intention to [explain intent, if  
appropriate]. I take full responsibility for my actions and am committed  
to making amends. [Specify any steps you are taking or plan to take to  
rectify the situation].  
I value our [relationship/working partnership] and hope to rebuild your  
trust. Thank you for your understanding and patience during this time.  
Sincerely,  
[Your Name]  
[Your Job Title, if applicable]