

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

[Recipient's Name]
[Recipient's 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 [briefly explain the situation or incident]. I understand that my actions may have caused [mention any impact or consequence], and for that, I am truly sorry.

I take full responsibility for [acknowledge your role in the situation], and I assure you that this was not my intention. I am committed to making amends and ensuring that this does not happen again in the future.

[Optional: mention any corrective actions you will take or have already taken].

Thank you for your understanding and patience regarding this matter. I value our relationship and hope to move forward positively.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position, if applicable]

[Your Contact Information]