

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally apologize for [briefly state the issue or incident].

I recognize that my actions [explain the specific actions or behavior], and it is clear that this has caused [explain the impact of your actions--feelings, misunderstandings, difficulties]. I take full responsibility for my actions, and I truly regret any distress or inconvenience I may have caused.

Moving forward, I assure you that I am committed to [mention any steps you plan to take to rectify the situation or prevent it from happening again]. I value our relationship and am dedicated to rebuilding trust. Thank you for your understanding and patience regarding this matter. I appreciate your consideration, and I hope to resolve this issue amicably.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Contact Information]