

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Position/Title]
[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 issue or incident] that occurred on [date]. I understand how this may have caused [describe the impact of the issue].

I take full responsibility for this situation and regret any inconvenience it may have caused you and your team. My intention was never to create any discomfort or distress.

To rectify the situation, I am [explain any actions you are taking to resolve the issue]. I assure you that steps are being taken to prevent a recurrence in the future.

Thank you for your understanding and patience in this matter. I value our relationship and am committed to ensuring your satisfaction moving forward.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Company Name]