

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Player's Name]  
[Team Name]  
[Team Address]  
[City, State, Zip Code]

Dear [Player's Name],

I hope this letter finds you well. I am writing to express my sincerest apologies for the misunderstanding that occurred recently regarding [briefly describe the situation].

It was never my intention to cause any confusion or distress, and I deeply regret any negative feelings that may have arisen as a result. I have great respect for your contributions to the NBA and the impact you continue to have on and off the court.

Thank you for your understanding and patience as we navigate this situation. I value your perspective and hope we can put this misunderstanding behind us.

Sincerely,  
[Your Name]