

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Recipient's 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 [describe impact on the recipient or others involved], and for that, I am truly sorry.

Please know that it was never my intention to [explain any misunderstandings or miscommunication], and I take full responsibility for my actions. I value our relationship and the trust we have built, and I am committed to making amends.

To rectify the situation, I [explain any steps you have taken or will take to correct the issue]. I appreciate your understanding and patience in this matter.

Thank you for considering my apology. I hope we can move forward positively. Please feel free to reach out if you would like to discuss this further.

Sincerely,  
[Your Name]