

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address an incident that occurred on [specific date] involving [brief description of the situation].

I understand that this may have caused inconvenience, and I sincerely apologize for any confusion or disruption that resulted. It was an oversight on my part, and I take full responsibility.

Please rest assured that I am taking steps to ensure this does not happen again, including [mention any measures or changes you are implementing].

Thank you for your understanding.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]