

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

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

Dear [Recipient's Name],

Subject: Apology for [specific issue or situation]

I hope this message finds you well. I am writing to express my sincere apologies for [briefly explain the mistake or oversight].

[Elaborate on the situation, taking responsibility, and expressing regret. Mention any steps taken to rectify the situation if applicable.]

I value our relationship and appreciate your understanding regarding this matter. Please rest assured that this has been taken seriously, and I am committed to ensuring it does not happen again in the future.

Thank you for your understanding. I look forward to your response.

Warm regards,

[Your Name]
[Your Position, if applicable]
[Your Company, if applicable]