

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address an incident that occurred on [specific date] involving [briefly describe the situation or mistake]. I understand that this may have caused [mention any inconvenience or issue created], and I would like to sincerely apologize for any misunderstandings.

To explain the situation further, [provide a clear and concise explanation of what happened, including any relevant details or context]. This was not my intention, and I take full responsibility for the oversight.

Please rest assured that I am taking steps to rectify the situation, including [mention any actions you are taking to prevent a recurrence]. I appreciate your understanding and patience as I work through this matter. Thank you for your attention to this issue. If you have any further questions or concerns, please do not hesitate to reach out.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]