

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for [specific reason for the apology, e.g., missing a deadline, not responding promptly, etc.]. I understand that this may have caused inconvenience, and I take full responsibility for my actions.

I want to assure you that this was not my intention, and I am committed to making things right. [Briefly explain any steps you are taking to rectify the situation or prevent it from happening in the future.]

Thank you for your understanding and patience regarding this matter. I appreciate the opportunity to resolve any issues that have arisen and to continue our working relationship positively.

Sincerely,

[Your Name]
[Your Job Title]
[Your Phone Number]