

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

[Recipient's 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 the inconvenience caused by my recent actions regarding the RLWL (Reservation Against Waitlist) request.

I understand that my request may have caused frustration or complications, and for that, I am truly sorry. I value our relationship and appreciate your understanding in this matter.

Please be assured that I am taking steps to prevent such issues in the future. Your patience and support mean a lot to me, and I am committed to making things right.

Thank you for considering my apology. I look forward to your understanding response.

Warm regards,
[Your Name]