

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
WLTX

[Station Address]
[City, State, Zip Code]
Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for [briefly describe the incident or situation, e.g., "the misunderstanding during the recent interview"].

I understand how important it is to maintain a positive and professional relationship, and I regret any confusion or inconvenience my actions may have caused. It was never my intention to [describe any negative impact, e.g., "disrupt your schedule or cause any disruption"].

I appreciate the opportunity to work with WLTX and value the time and effort you and your team have invested in our collaboration. I am committed to ensuring that this does not happen again and will take the necessary steps to improve our communication in the future.

Thank you for your understanding and patience. I hope to resolve this matter and continue our productive partnership.

Warm regards,
[Your Name]