

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for [specific incident or issue]. I understand how this may have affected you and I take full responsibility for my actions.

[Explain the circumstances briefly, and acknowledge the impact of your actions.]

I value our relationship and am committed to making things right.

[Mention any steps you have taken or will take to rectify the situation.]

Thank you for your understanding and patience in this matter. I hope we can move forward positively.

Sincerely,

[Your Name]

[Your Contact Information]