

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

WXPB

[WXPB Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for [briefly explain the incident or issue].

I understand that my actions may have caused [describe the impact or consequences], and for that, I am truly sorry. It was never my intention to [explain the unintended consequence of your actions].

I take full responsibility for my actions and am committed to making amends. [Mention any steps you are taking to rectify the situation].

Thank you for your understanding and patience in this matter. I value our relationship and hope to move forward positively.

Sincerely,
[Your Name]