

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company Name or Department]  
WXYZ Detroit  
[Company 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 issue or incident]. I understand the importance  
of [what was affected] and deeply regret any inconvenience caused.  
[Explain the situation further, if necessary, and take responsibility.]  
I appreciate the work that WXYZ Detroit does, and it was never my  
intention to diminish that. [If applicable, mention any corrective  
actions being taken.]  
Thank you for your understanding. I value our relationship and hope to  
move forward positively. Please feel free to contact me if you would like  
to discuss this matter further.  
Sincerely,  
[Your Name]  
[Your Job Title, if applicable]