

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization 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 [specific incident or behavior].

I understand that my actions may have caused [describe the impact on the recipient or situation], and for that, I am truly sorry.

It was never my intention to [explain any mitigating circumstances], and I recognize the importance of [acknowledge the impact on the relationship, team, etc.]. I take full responsibility for my actions and their consequences.

To rectify this situation, I [describe any actions you are taking or have taken to address the issue]. I am committed to ensuring this does not happen again in the future.

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

Sincerely,  
[Your Name]