

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

[Recipient Name]  
[Recipient Title]  
[YBCA (Yerba Buena Center for the Arts)]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to sincerely apologize for [specific incident or situation].

I understand that my actions [describe the impact of your actions], and I deeply regret any inconvenience this may have caused you and the team at YBCA.

I take full responsibility for [acknowledge your role in the situation] and assure you that this was not my intention. I greatly value [the relationship with YBCA/the importance of your collaboration], and I am committed to making amends.

To rectify this situation, I [explain any steps you are taking to resolve the issue]. Please let me know if there is anything further I can do to improve the situation.

Thank you for your understanding and patience. I hope to move forward positively and continue our collaboration.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]