

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

[Recipient's Name]  
[Recipient's Position]  
[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 [briefly explain the situation or incident]. I understand that my actions may have caused [mention the impact of the incident], and I take full responsibility for it.

I deeply regret any inconvenience or disappointment this may have caused you and the team. It was never my intention to [mention any unintended consequences], and I assure you that I have reflected on this matter seriously.

Moving forward, I am committed to [mention any steps you will take to rectify the situation or prevent it from happening again]. I value our relationship and hope to rebuild your trust.

Thank you for your understanding and patience in this matter. I appreciate your consideration and hope to discuss this further if needed.

Sincerely,  
[Your Name]