

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

[Recipient's Name]  
[Recipient's Title]  
[ZGP Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Apology Letter

I hope this message finds you well. I am writing to sincerely apologize for [specific incident or issue] that occurred on [date of incident]. I understand how this may have impacted [describe the consequences or feelings of the recipient], and I take full responsibility for my actions. It was never my intention to [explain how your actions were negative].

To address this issue, I [explain corrective actions taken or proposed]. I assure you that I am committed to ensuring this does not happen again in the future.

Thank you for your understanding and patience as we work through this matter. I appreciate your consideration and am looking forward to resolving this amicably.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]