

Subject: Apology for [Specific Issue]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for [specific issue or incident]. I understand that this may have caused [explain any inconvenience or impact], and I want to take full responsibility for it.

Please know that this was not my intention, and I am committed to ensuring that it does not happen again. [Optional: Mention any corrective actions you are taking].

Thank you for your understanding and patience in this matter. I value our relationship and appreciate your support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]