

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

[Recipient's Name]  
[Recipient's Job Title]  
[Company/Organization Name]  
[Company 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 incident or situation].

I understand that my actions have caused [mention any consequences or impact], and I take full responsibility for this. It was never my intention to [state the intention behind the action], and for that, I am truly sorry.

Moving forward, I am committed to [explain any corrective actions or steps you will take], and I appreciate your understanding as I work to rectify this situation.

Thank you for your patience and consideration. I value our relationship and hope to regain your trust.

Sincerely,  
[Your Name]