

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to sincerely apologize for [briefly describe the issue or incident]. I understand that this has caused [mention any inconvenience or problem caused] and I take full responsibility for it.

I appreciate your understanding and patience during this time. To rectify the situation, I [mention any corrective actions taken or proposed solutions].

Thank you for your attention to this matter. I value our relationship and hope to resolve this issue promptly.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company, if applicable]