

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

[Recipient's Name]  
[Recipient's 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 issue related to QK SMS].

I understand that my actions may have caused [explain any inconvenience or issues caused]. It was never my intention to create any difficulties, and I take full responsibility for the misunderstanding.

To rectify the situation, I am [mention any steps you are taking or have taken to resolve the issue]. I sincerely hope that this will help to rebuild your trust in me and in my commitment to providing quality service.

Thank you for your understanding and patience regarding this matter. I value our relationship and look forward to moving past this.

Warm regards,

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