

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

[Recipient's Name]  
[Recipient's 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 issue]. I understand that my actions may have [describe the impact of the actions], and for that, I am truly sorry.

It was never my intention to [explain your intentions], and I take full responsibility for the outcome. I recognize the importance of [mention any relevant values, policies, or commitments], and I assure you that I am taking the necessary steps to ensure this does not happen again.

[If applicable, mention any corrective actions you have taken or will take]. I value our relationship and am committed to restoring your trust in me.

Thank you for your understanding and patience in this matter. If you would like to discuss this further, please do not hesitate to reach out.

Sincerely,  
[Your Name]