

Subject: Apology for [Brief Description of the Incident]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for [describe the incident or issue]. I understand that this may have caused [mention any impact or consequences], and I take full responsibility for my actions.

Please know that it was never my intention to [explain the unintended outcome], and I am truly sorry for any inconvenience this may have caused you. I assure you that I am taking steps to ensure that this does not happen again in the future.

Thank you for your understanding and patience in this matter. If there is anything I can do to rectify the situation, please do not hesitate to let me know.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]