

[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 [specific reason for the apology, e.g., missing an important meeting, not responding to your email in a timely manner, etc.].

I understand that my actions may have caused inconvenience, and for that, I am truly sorry. [Briefly explain the circumstances, if appropriate, without making excuses].

I take full responsibility for my actions, and I am committed to ensuring that this does not happen again in the future. [Mention any steps you plan to take to rectify the situation or improve].

Thank you for your understanding and patience in this matter. I appreciate your support and look forward to moving past this. Please feel free to reach out if you would like to discuss this further.

Sincerely,

[Your Name]

[Your Contact Information]