

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Subject: Formal Apology Letter

Dear [Recipient's Name],

I am writing to formally apologize for [describe the incident, mistake, or issue]. I understand that my actions have caused [explain the negative impact], and I deeply regret any inconvenience or distress this may have caused you.

Please be assured that this situation does not reflect my true intentions, and I take full responsibility for the occurrence. I am committed to making amends and ensuring that similar situations do not arise in the future.

Once again, I sincerely apologize for any trouble caused. Thank you for your understanding and patience regarding this matter.

Sincerely,

[Your Name]

[Your Position/Title, if applicable]

[Your Contact Information, if applicable]

Signature