

[Date]

[Recipient Name]

[Recipient Title/Role, if any]

[Company/Organization, if any]

[Address Line 1]

[Address Line 2]

Dear [Recipient Name],

I am writing to sincerely apologize for [briefly state the reason for the apology].

[Further explanation, take responsibility, and express regret. You may include any steps you will take to remedy the situation or prevent it from recurring.]

Please accept my sincere apologies.

Sincerely,

[Your Name]

[Your Title/Position, if any]

[Your Contact Information, if needed]