

Date:

MM/DD/YYYY

Recipient Name:

Enter recipient's name

Recipient Title/Position:

Enter title or position

Company/Organization Name:

Enter company or organization

Address:

Enter address

Subject:

Enter subject

Salutation:

e.g. Dear Mr./Ms. [Last Name],

Introduction:

Begin the apology letter...

Apology Details:

State the reason for apology and acknowledgement...

Rectification/Action Taken:

Describe steps taken to resolve the issue...

Assurance/Future Steps:

Assure recipient and provide future steps...

Closing:

e.g. Sincerely,

Senderâ€™s Name:

Enter your name

Senderâ€™s Title/Position:

Enter your position or title

Company/Organization Name:

Enter your company or organization