

Apology Letter Guide Sheet

Apology Letter Structure

1. Greeting
2. State the Apology
3. Acknowledge the Impact
4. Take Responsibility
5. Express Regret
6. State How You Will Improve
7. Closing

Key Tips

- Be sincere and concise.
- Focus on your actions, not the recipient's.
- Avoid justifications and excuses.
- Offer a plan to prevent recurrence.
- End positively and professionally.

Draft Template

Greeting:

Dear [Recipient],

State the Apology:

I am writing to sincerely apologize for...

Acknowledge the Impact:

I understand that my actions caused...

Take Responsibility:

This was entirely my responsibility, and I should have...

Express Regret:

I truly regret that this happened, and I am very sorry for...

State How You Will Improve:

To ensure this does not happen again, I will...

Closing:

Thank you for your understanding. Sincerely, [Your Name]