

# 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]