

[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Address]
[City, State ZIP Code]

[Date]

Dear [Recipient Name or Title],

I am writing to formally apologize for [briefly state the incident or mistake].

The incident occurred on [date or timeframe], and I fully acknowledge the impact it may have caused. It was never my intention to [mention the negative outcome or feelings incurred].

I take full responsibility for my actions and I am deeply sorry for any inconvenience or hurt this may have created.

In response, I have taken the following steps to address the situation: [briefly mention corrective actions or measures].
I am committed to ensuring that such an incident does not happen again in the future.

Once again, I sincerely apologize for my actions and any inconvenience they may have caused. Thank you for your understanding and consideration.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Company/Organization Name, if applicable]