

**[Your Name]**

[Your Job Title]  
[Company/Organization Name]  
[Address Line 1]  
[Address Line 2]  
[Email Address]  
[Phone Number]

**[Date]****[Recipient Name]**

[Recipient Position/Title if applicable]  
[Company/Organization Name]  
[Address Line 1]  
[Address Line 2]

**Salutation**

Dear [Recipient Name],

**Opening Statement**

Begin by clearly stating that you are writing to apologize. Briefly describe the situation or action that led to the need for an apology.

**Acknowledgment of Mistake**

Acknowledge your mistake or responsibility for the issue. Avoid making excuses.

**Impact Statement**

Express understanding of how the action or event impacted the recipient or organization.

**Apology Statement**

Offer a sincere and direct apology for your actions or the situation.

**Corrective Action**

Describe how you have addressed or plan to address the situation and prevent similar issues in the future.

**Closing Statement**

Reiterate your apology. Thank the recipient for their understanding and patience.

**Sign-Off**

Sincerely,

[Your Name]