

[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]