

Apology Letter

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the mistake I made regarding [specific mistake or event]. I take full responsibility for the oversight and understand the inconvenience it may have caused you.

Please know that it was never my intention to [mention the consequence of the mistake]. I value our [relationship/business partnership/friendship] and am committed to ensuring that this does not happen again in the future.

To rectify the situation, I have [mention any corrective action taken or proposed]. I appreciate your understanding and patience as I work to correct this error.

Thank you for taking the time to read my apology. I hope to restore your trust and confidence in me moving forward.

Warm regards,

[Your Name]

[Your Position/Title] (if applicable)

[Your Contact Information]