

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Partner's Name]

[Partner's Position]

[Partner's Company]

[Partner's Company Address]

[City, State, Zip Code]

Dear [Partner's Name],

I hope this message finds you well. I am writing to formally apologize for [briefly describe the situation or incident]. I understand the impact this has had on our partnership and your operations.

Please know that it was never my intention to cause any inconvenience or discomfort. I take full responsibility for my actions and assure you that steps are being taken to prevent this from occurring in the future.

We highly value our relationship and are committed to ensuring our partnership remains strong. I appreciate your understanding and patience as we work through this matter.

Thank you for your attention to this important issue. I look forward to your response and hope to resolve this matter amicably.

Sincerely,

[Your Name]

[Your Position]

[Your Company]