

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my sincere apologies for [briefly describe the issue, e.g., the misunderstanding or error] that occurred on [specific date]. I understand that this may have caused inconvenience to you and your team.

Please know that this was not our intention, and we highly value our partnership with [Recipient Company]. We are taking steps to ensure that similar issues do not arise in the future, including [mention any corrective actions being taken].

Thank you for your understanding and patience in this matter. We appreciate your continued partnership and look forward to strengthening our collaboration.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Your Company]