

# Formal Apology Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Teammate's Name]

[Teammate's Position]

[Company/Team Name]

[Company Address]

[City, State, ZIP Code]

Dear [Teammate's Name],

I hope this message finds you well. I am writing to sincerely apologize for [briefly describe the incident or situation]. I understand that my actions may have affected you and the team, and I take full responsibility for my mistake.

It was never my intention to [mention the impact of your actions], and I realize the importance of teamwork and communication in achieving our shared goals. I assure you that I have taken this matter to heart and am committed to improving my behavior moving forward.

Thank you for your understanding and patience in this matter. I value our teamwork and am hopeful that we can move past this together.

Warm regards,

[Your Name]