

Dear [Associate's Name],

I hope this message finds you well. I am writing to sincerely apologize for [briefly state the issue or incident]. I understand that this may have caused inconvenience and I take full responsibility for my actions.

Please know that it was not my intention to [express the negative impact]. I value our professional relationship and deeply regret any misunderstanding that may have arisen from the situation.

I assure you that I am taking the necessary steps to ensure this does not happen again, and I am committed to making amends. If there is anything specific you would like to discuss or if there are ways I can assist in resolving this matter, please do not hesitate to let me know.

Thank you for your understanding and patience in this matter. I look forward to moving past this and continuing to work together positively.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]