

Subject: Sincere Apology

Dear [Partner's Name],

I hope this message finds you well. I am writing to sincerely apologize for [specific incident or behavior]. It was never my intention to [explain impact, e.g., cause any inconvenience or upset].

Upon reflection, I realize that my actions may have [describe how it affected them or the work relationship]. I deeply regret this and take full responsibility.

Moving forward, I am committed to ensuring that this does not happen again and to maintaining a positive and collaborative working relationship. Your partnership is important to me, and I value the trust we have built.

Thank you for your understanding and patience. I look forward to continuing our work together.

Warm regards,

[Your Name]

[Your Position]

[Your Company]