

Subject: Sincere Apology

Dear [Colleague's Name],

I hope this message finds you well. I am writing to sincerely apologize for [specific reason for the apology]. It was not my intention to [explain the impact of your action], and I regret any distress it may have caused you.

Reflecting on the situation, I recognize that my actions were inappropriate, and I take full responsibility for my behavior. I value our professional relationship and appreciate the support and collaboration we have shared.

Please know that I am committed to making amends and ensuring that this does not happen again in the future. I am open to any suggestions you may have that could help us move forward positively.

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

Warm regards,

[Your Name]

[Your Job Title]

[Your Contact Information]