

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title/Position]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to sincerely address my recent use of inappropriate language in [specific situation/event], which took place on [date]. I recognize that my choice of words was unprofessional and could have been hurtful to those present.

Upon reflection, I understand the importance of maintaining a respectful and inclusive environment. I deeply regret my actions and any discomfort they may have caused.

Please be assured that I am committed to improving my communication and ensuring that this does not happen again in the future. I value the [workplace/community] and all individuals within it, and I take full responsibility for my behavior.

Thank you for your understanding, and I hope to rebuild any trust that may have been lost.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]