

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for my recent unintentional contribution to the rumors circulating within our office. It was never my intention to spread misinformation or create a negative atmosphere among our team.

Upon reflection, I realize how my words may have been misinterpreted and how they could have affected the dynamics in our workplace. I deeply regret any discomfort or confusion my comments may have caused.

Moving forward, I am committed to being more mindful of my words and actions, ensuring that I contribute positively to our team. I appreciate your understanding and support during this time.

Thank you for your attention to this matter. I value our professional relationship and look forward to rebuilding trust within our team.

Sincerely,

[Your Name]