

Sincere Apology for Policy Breach

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to sincerely apologize for the recent breach of policy regarding [specific policy]. I acknowledge that my actions on [specific date or event] were not in accordance with the guidelines established by [Company/Organization Name].

I understand the importance of adhering to company policies and the trust placed in me to uphold them. My actions may have caused [mention any consequences, if applicable], and for that, I am truly sorry.

Moving forward, I am committed to ensuring that such an incident does not occur again. I have taken the following steps to address the situation: [mention any corrective actions taken].

Thank you for your understanding. I appreciate your guidance and support during this time, and I hope to regain your trust.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]