

## **Subject: Apology for Inappropriate Email Correspondence**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my previous email sent on [date]. I realize that the content and tone may have been inappropriate and not reflective of the professional standards we uphold.

Please know that it was not my intention to cause any discomfort or misunderstanding. I take full responsibility for my actions, and I am committed to ensuring that it does not happen again in the future.

Thank you for your understanding. I appreciate your patience as we continue to work together.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]