

Subject: Sincere Apology for Unprofessional Email Communication

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my recent email communication regarding [specific topic or issue]. Upon reflection, I realize that my tone and choice of words were unprofessional and may have caused confusion or discomfort.

It was never my intention to convey such a message, and I take full responsibility for my actions. I value our relationship and understand the importance of maintaining professional standards in our correspondence.

Going forward, I will ensure that my communication reflects the respect and professionalism that you deserve. Thank you for your understanding and patience in this matter.

Once again, I am truly sorry for any inconvenience I may have caused. I appreciate the opportunity to rectify this and look forward to your continued partnership.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]