

Apology Letter

Date: _____

Recipient Name

Recipient Address

City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the unprofessional tone of voice that was conveyed in my previous correspondence. Upon reflecting on the exchange, I recognize that my words fell short of the respect and courtesy that you deserve.

Please understand that it was not my intention to come across as unprofessional or disrespectful. I value our relationship and appreciate your understanding as we move forward.

Thank you for your patience, and I assure you that I will be more mindful in our future communications.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]