

Letter of Remorse

Date: [Insert Date]

To: [Recipient's Name]

Subject: Apology for Unintended Tone in Our Recent Meeting

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to express my sincere apologies for my tone of voice during our recent meeting on [insert date]. It was never my intention to come across as [describe the unintended tone], and I regret that my words may have conveyed that feeling.

Upon reflection, I understand how my tone could have been perceived, and I assure you that I value our discussions and the collaborative atmosphere we strive to maintain.

Please know that I am committed to ensuring clear and respectful communication moving forward. Thank you for your understanding and patience regarding this matter. I appreciate your dedication to our team, and I look forward to continuing our work together.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]