

Letter of Apology

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the alterations made to [describe the project or document] without your prior approval. I understand that this may have caused confusion and frustration, and for that, I am truly sorry.

My intention was never to overstep, but I recognize that I should have communicated with you before making any changes. It was a lapse in judgment on my part, and I take full responsibility for the oversight.

To rectify this situation, I am committed to ensuring that all future alterations will be discussed and approved by you beforehand. I value our collaboration and the trust you have placed in me, and I am eager to restore that trust.

Thank you for your understanding and patience regarding this matter. I hope to move forward positively and continue our productive partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]