

Apology for Team Disqualification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title/Position]

[Organization/Team Name]

[Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my sincere apologies for the disqualification of our team, [Team Name], from the [Tournament Name]. We deeply regret any inconvenience or disappointment this may have caused to you and your organization.

Our team values the opportunity to compete and showcase our skills, and we acknowledge the circumstances that led to our disqualification. Please be assured that we are reflecting on this incident seriously and are committed to ensuring such a situation does not occur in the future.

We appreciate the support we have received from you and your team throughout the tournament, and we hope to have an opportunity to rebuild our relationship moving forward.

Thank you for your understanding.

Warm regards,

[Your Name]

[Your Position]

[Team Name]

[Contact Information]