

Letter of Apology

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to sincerely apologize for the statements I made regarding you on [specific date or context]. I understand that my comments were damaging and could be perceived as defamatory.

It was never my intention to harm your reputation or cause you distress. Upon reflection, I recognize that my words were inappropriate and could have been misleading.

I take full responsibility for my actions and deeply regret any pain or inconvenience I may have caused. I want to assure you that I am committed to making amends and will refrain from making such statements in the future.

If possible, I would like to discuss this matter further and find a way to rectify the situation. Thank you for your understanding.

Sincerely,

[Your Name]