

# Subject: Sincere Apology

Dear [Coworker's Name],

I hope this message finds you well. I am writing to sincerely apologize for interrupting you during our recent meetings. It was unbecoming of me and I deeply regret the lack of consideration I showed.

It was never my intention to diminish your contributions or to make you feel disregarded. I appreciate your insights and perspectives, and I recognize that a collaborative environment requires respectful communication.

I value our working relationship and am committed to improving my behavior moving forward. Thank you for your understanding and patience.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]