

Your Name
Your Position
Your Company
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Position
Recipient's Company
Recipient's Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to sincerely apologize for my recent behavior during our meeting on [specific date]. It was unprofessional, and I deeply regret the disrespect I showed towards you and the team.

I understand that my actions may have caused discomfort and disrupted the collaborative environment we strive to maintain. I take full responsibility for my behavior and assure you that it was not reflective of the values I uphold.

Moving forward, I am committed to ensuring that such incidents do not occur again. I value our working relationship and greatly appreciate your understanding and support in this matter.

Thank you for your patience, and I look forward to continuing to work together positively.

Sincerely,
[Your Name]