

Apology Letter for Breaking Communication Protocol

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to sincerely apologize for my recent breach of our established communication protocol regarding [specific incident or matter].

Upon reflection, I realize that my actions not only deviated from our agreed-upon process but also may have caused confusion and disrupted our workflow. I take full responsibility for this oversight and am committed to ensuring it does not happen again in the future.

To rectify this situation, I have taken the following steps: [insert steps you will take to prevent recurrence]. I appreciate your understanding and patience as we navigate this matter together.

Thank you for your attention to this issue. I value our professional relationship and am dedicated to maintaining clear and effective communication moving forward.

Sincerely,

[Your Name]

[Your Contact Information]