

Letter of Apology

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for bypassing the established protocol regarding [specific situation or incident]. I understand that this action was inappropriate and could have led to confusion or complications within our team.

I take full responsibility for my actions and recognize the importance of following established procedures. It was never my intention to undermine our processes or the trust placed in me by you and my colleagues.

Moving forward, I assure you that I will adhere strictly to our protocols and take extra steps to ensure such an oversight does not occur again. I value the integrity of our operations and the trust that is essential for our teamwork.

Once again, I apologize for my oversight, and thank you for your understanding and support as I work to correct my approach.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]