

## **Subject: Sincere Apology for Judgment Error**

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my recent judgment error regarding [specific situation or decision]. Upon reflection, I realize that my decision did not take into account all relevant factors and may have caused [mention any consequences or impact].

It was never my intention to [express the unintended outcome], and I deeply regret any distress or inconvenience that I may have caused you. I take full responsibility for my actions and am committed to learning from this mistake to ensure it does not happen again in the future.

Thank you for your understanding and patience during this time. Please feel free to reach out if you would like to discuss this matter further. I truly appreciate your support and hope to regain your trust.

Sincerely,  
[Your Name]  
[Your Position/Title]  
[Your Contact Information]