

Request for Formal Apology

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally express my concerns regarding the recent events that have negatively impacted our relationship. It is important for me to address these issues as I value the connection we share.

As you may know, [briefly describe the incident or situation that caused the damage]. This has led to [describe the consequences, feelings, or issues that arose from the situation].

In light of this, I kindly request a formal apology to help mend the rift that has developed between us. An acknowledgment of the situation and a commitment to address it would mean a great deal to me and would go a long way in restoring our trust and rapport.

Thank you for considering my request. I am hopeful that we can work towards rebuilding our relationship moving forward.

Sincerely,
[Your Name]