

Request for Formal Apology

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Recipient's Name]

[Recipient's Title]

[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 request an apology regarding a recent incident that has caused a breach of trust between us. The events that occurred on [insert date of incident], where [briefly describe the situation], have left me feeling [explain your feelings and impact].

Trust is an essential foundation for our relationship, and I believe that an acknowledgment of the situation and a sincere apology would be beneficial in moving forward. I value our relationship and hope to resolve this matter amicably.

I look forward to your response and a formal apology at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]