

Request for Formal Apology

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an apology following the statement you made on [insert date] regarding [briefly describe the context of the statement].

Your comments have caused [explain the impact of the statement, e.g., hurt, misunderstanding, damage to reputation, etc.]. As a result, I believe that a formal apology would help in addressing the concerns raised by your statement and facilitate healing.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]