

# 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 hope this message finds you well. I am writing to formally request an apology regarding the recent conflict that occurred on [describe the date or occasion].

As you are aware, [briefly describe the incident and its impact on you or your work]. I believe that an acknowledgment of this situation and a formal apology would help in mending our professional relationship and restoring mutual respect.

I appreciate your attention to this matter and look forward to your prompt response. Thank you for understanding the importance of this request.

Sincerely,

[Your Name]