

Subject: Sincere Apology

Dear [Name],

I hope this message finds you well. I am writing to express my sincere apologies for [specific incident]. I understand that my actions may have caused inconvenience or discomfort, and I genuinely regret any impact it has had on you and the team.

Please know that it was never my intention to [mention wrong action]. I have taken some time to reflect on what happened and am committed to ensuring it does not occur again. I am actively [mention any corrective actions you are taking].

Thank you for your understanding and patience as I work through this. If there is anything specific you wish to discuss or if there are additional steps I can take to make things right, please do not hesitate to let me know.

I appreciate your support and understanding.

Warm regards,

[Your Name]