

Subject: Sincere Apology

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincerest apologies for [specific issue or mistake]. I understand that this may have caused inconvenience and I deeply regret any impact it has had on you and the team.

Please know that it was never my intention to [state impact, e.g., disrupt workflow, cause frustration]. I take full responsibility for my actions and am committed to ensuring it does not happen again. I am currently [mention any corrective action being taken] to address the situation and prevent future occurrences.

Thank you for your understanding and patience as I work through this. I truly appreciate your support and am hopeful for your forgiveness.

Warm regards,

[Your Name]