

****Introduction:****

1. ****Greeting:****

- "Hello everyone,"

2. ****Acknowledgment of Situation:****

- "I wanted to take a moment to address the recent situation concerning..."

****Body:****

3. ****Acceptance of Responsibility:****

- "I acknowledge that my actions/words have caused... and I take full responsibility for them."

4. ****Expression of Regret:****

- "I deeply regret how this has impacted..."

5. ****Explanation (if appropriate):****

- "This happened because... though it's not an excuse, I believe it's important to provide context."

****Conclusion:****

6. ****Commitment to Making Amends:****

- "Moving forward, I am committed to... and ensuring such mistakes are not repeated."

7. ****Promise of Action:****

- "I am implementing... as steps towards restoring trust and improving."

8. ****Gratitude:****

- "Thank you for your understanding and patience as I work to make things right."

9. ****Closing:****

- "Thank you for giving me this opportunity to apologize."