**2. Letter of Apology**

**Subject:** Apology for [Specific Issue]

Dear [Recipient's Name],

I hope you are doing well.

I am writing to offer my sincere apologies for [describe the issue briefly]. I understand how this situation may have caused inconvenience or confusion, and I deeply regret that it happened.

Please be assured that I am taking the necessary steps to prevent this from happening again in the future. I value our professional relationship and am committed to resolving this matter promptly.

Thank you for your understanding, and I look forward to continuing our work together.

Best regards,  
[Your Full Name]  
[Your Job Title]  
[Your Company Name]