## Emotional apology to someone affected

Dear [Recipient's Name],

I want to express my sincere apologies for my unintentional mistake on [Date/Occasion]. I deeply regret any inconvenience or distress this may have caused you.

Please know that I have taken steps to correct the error and prevent it from recurring. I value our relationship and hope you can forgive me for this oversight.

Warm regards,

[Your Name]

## Get more templates here:

https://www.lettersandtemplates.com/letters/apologize-for-unintentional-mistake