

Formal Apology Accepted Letter

Subject: Acceptance of Your Apology

Dear [Recipient Name],

I am writing to acknowledge and accept your apology regarding [incident or issue]. We appreciate your sincerity and willingness to take responsibility for your actions.

Please know that we value our relationship and look forward to moving past this matter with mutual understanding and respect.

Sincerely,

[Your Name]

[Position/Title]

[Company/Organization Name]

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