

Professional Apology to Client

Subject: My Apologies for Yesterday's Interaction

Dear [Client's Name],

I want to sincerely apologize for my rude tone during our recent communication on [date]. My behavior was not acceptable, and I fully understand how it may have left a negative impression on you.

Please know that I value your business and our professional relationship. I assure you that this was an isolated incident and does not reflect the standards we strive to uphold at [Company Name].

Moving forward, I am committed to ensuring our interactions are respectful, constructive, and aligned with your expectations. Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

Get more templates here:

<https://www.lettersandtemplates.com/letters/apology-letter-for-bad-or-disrespectful-behavior-or-misconduct-or-being-rude>