

Formal Apology Letter

Dear [Recipient's Name],

I am writing this formal apology letter to express my sincere regret for [describe the situation/error]. I fully acknowledge my mistake and the impact it has had. I take full responsibility for my actions and I deeply apologize for any inconvenience or hurt I may have caused.

Please know that I am committed to rectifying this situation and ensuring that such a mistake does not happen again in the future. Your understanding and forgiveness would mean a great deal to me.

Thank you for your time and consideration.

Sincerely,

[Your Name]