## Friendly, informal digital acknowledgment

| ubject: No worries a€ Apology Accepted   |      |
|--|------|
| Hi [Recipient's Name],   |      |
| Thanks for your message about [incident]. I appreciate your apology and I want you to know | 1    |
| 's accepted.   |      |
| Let's put this behind us and continue with things as usual. Looking forward to smoother    | days |
| head!  |      |
| Best,  |      |
| [Your Name]  |      |

## Get more templates here:

https://www.lettersandtemplates.com/letters/reply-and-accepting-an-apology-letter