

Formal Rejection Letter Template

Subject: Re: Your Apology

Dear [Name],

I acknowledge receipt of your letter dated [date] regarding [specific incident].

While I recognize that you have taken the time to write an apology, I must inform you that I am not prepared to accept it at this time. The impact of your actions has been significant, and an apology alone does not address the consequences that have resulted.

I require concrete actions to remedy the situation before I can consider moving forward. These include [specific requirements or conditions].

Until these matters are resolved, I prefer to keep our communication limited to essential business matters only.

Sincerely,

[Your Name]

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