

Formal Apology Letter

Subject: Apology for My Actions

Dear [Recipient's Name],

I am writing to formally apologize for my recent behavior that caused you distress. My actions were inappropriate and I take full responsibility for them. I understand the impact they had on you and deeply regret it.

Please accept my sincere apology. I am committed to making amends and ensuring such incidents do not recur.

Sincerely,

[Your Name]

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