

# Formal Apology Letter Template with Promise to Change Behavior

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Position, if applicable]  
[Company/Organization Name, if applicable]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally apologize for [briefly describe what happened or the mistake that was made]. I recognize the impact that my actions had on you/[the team/organization], and I take full responsibility for my behavior.

I want to express my sincere regret and remorse for any inconvenience, hurt, or disappointment I may have caused. Please know that it was never my intention to [state specific negative outcome, if applicable].

I understand how important it is to maintain [trust/respect/professionalism] in our relationship, and I am committed to making amends. To ensure that this does not happen again, I have taken/plan to take the following steps:

- [Step or action you will take to change behavior]
- [Additional step for improvement]
- [Ongoing commitment or solution, if any]

Once again, I apologize for my actions. I appreciate your understanding and patience as I work to correct my behavior. Please let me know if there is anything further I can do to make things right.

Thank you for your time and consideration.

Sincerely,  
[Your Name]