

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

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

Dear [Recipient's Name],

I am writing to formally apologize for my recent unprofessional behavior during [specific event, meeting, or situation, e.g., the meeting on May 10th]. My actions were inappropriate and do not reflect the standards I strive to uphold at [Your Company/Organization]. I sincerely regret any inconvenience or discomfort that I may have caused you and your team.

I take full responsibility for my conduct and understand the importance of maintaining a respectful and professional environment. Please accept my deepest apologies as I acknowledge my mistake and the impact it may have had on our working relationship.

In an effort to make amends and demonstrate my commitment to rectifying this situation, I would like to propose the following reimbursement to compensate for any losses or damages incurred as a result of my behavior:

- Reimbursement Proposal: [Specify reimbursement amount and what it covers, e.g., \$200 to cover any incurred costs, damages, or inconvenience.]
- Method of Reimbursement: [Specify method, e.g., direct transfer, company check, other agreed method.]
- Timeline: [State expected timeline for reimbursement, e.g., within 7 business days of your acceptance.]

I value our professional relationship greatly and am committed to rebuilding your trust. Please let me know if you find this reimbursement satisfactory or if there are any additional steps I can take to address this matter to your satisfaction.

Thank you for your understanding and patience. I am confident we can move forward positively, and I remain dedicated to upholding the professionalism and respect you deserve.

Sincerely,  
[Your Name]