

# Formal Apology Letter with Commitment to Correct Behavior

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[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 sincerely apologize for [briefly describe the incident or behavior, e.g., "my actions during the meeting on June 15th"]. I realize that my behavior was inappropriate and may have caused inconvenience or discomfort to you and others present.

I take full responsibility for my actions and deeply regret any negative impact they may have had. It was never my intention to [specify impact, e.g., "disrupt the meeting" or "cause you distress"], and I understand the importance of maintaining professionalism and respect at all times.

Please be assured that I am committed to correcting my behavior. I have reflected on what happened and am taking the necessary steps to ensure it does not happen again. These steps include [briefly describe actions, e.g., "seeking feedback, participating in professional development, and being more mindful of my conduct in the future"].

Once again, I offer my sincere apologies and hope that you will accept my commitment to change. I value our professional/personal relationship and am dedicated to restoring your trust.

Thank you for your understanding.

Sincerely,  
[Your Name]