Letter of apology

Writer of the letter

Full name

Telephone

E-mail address

Person I am writing to

Name of the person

Relationship

Place

Date

Subject: my sincere apologies

Hello,

I want to write to apologise for what happened, and to tell you that I understand the effect it may have had on you.

What happened

Date of the events

Place

The facts, plainly and without making excuses

My regret

What I regret and what I imagine you felt

What I propose to put it right

To put things right, I offer the following:

- [ ] Repair or replace what was damaged
- [ ] Reimburse the costs caused
- [ ] Meet you to talk it over
- [ ] Another gesture

Details of what I am offering

Time limit or planned date

My commitment for the future

What I will do so that it does not happen again

I understand that you may need time and I do not expect an immediate reply. If you wish, I am available to talk about it whenever and however suits you.

With my sincere apologies,

Signature

Name in full