**Apology Letter**

Sender Name

Sender Address

**Date:** DD/MM/YYYY

Business Associate’s Name

Business Associate’s Address

Dear (Business Associate’s Name)

RE: Apology

In the body of the letter, you will write the reason behind the mistake you did and real apologizing words. By this letter, you will show you really felt bad for your action and want to make the bad good. You may describe the situation in which you committed that mistake and now how you are willing to make this correct.

Try to ask the reader for forgiveness and promise not to make the mistake for the next time whatever the mistake is whether it is related to personal life or professional life. Every mistake can be made good by apologizing and becoming careful for the next time.

Yours,

[Your Name]