APOLGY LETTER SAMPLE

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Introduction

An advantage presented by writing a letter is that you can have all the time you need to properly phrase your letter. Using the right terms will help in making the perfect apology letter. It all boils down to the choice of words and how sincere you are to keep your friendship. You can take the time to reflect and really find the right expression to relay your apology.

Apology letter sample Tips

Here are some of the things that you should remember when writing an apology letter:

• Make a formal address or call them by the name that they are known. Never use special names or pet names since they will find your apology letter insincere. It may even look like you are mocking the person.

• State the circumstance as to what happened but do not go too much into the details or make any excuses. This will only make the other person angrier than they already are and will avoid any further misunderstanding between the two of you.

• Tell the person you have offended that you are sorry and admit that you were wrong. Sometimes people are mad at you for reasons completely different from what you thought really made them mad. This will clear things up if ever it was merely a case of misunderstanding.

• Explain why you did what you did, but never offer up a defense. Why you said what you said or why you decided to take that course of action? Did you think it was the right action at the time? If you were just wrong then just say it.

• Be honest and make an assessment of how much the friendship really means to you. Tell them that you do not want to lose them as your friend.

• End your letter with the promise that you would do anything to make it up to them and that you will never it happen again. Sign it and make sure that your friend gets the letter.

Everyone makes mistakes. In the business world, losing a customer can be extremely costly. If you make a mistake, a business apology letter is crucial. Letters should generally be written from the
perspective of the customer is always right. Business apology letters should be written in a way that encourages them to forgive the mistake. Take a look at the following tips, followed by a business apology letter sample.
**Apology letter sample**

Dear _____(Name of the Recipient),

I would like to apologize for my inappropriate behavior in the meeting yesterday. I should not have done that in front of your team members and should have controlled myself. I should have given you the same feedback in a polite way once the meeting had been called off. I realized my mistake that very moment but I could not take my words back then.

I am sure you would understand and forgive me for my reckless behavior. I hope that this one incident will not affect our relationship.

Once again please accept my sincere apologies.

Thanking You

Yours truly,

Name and Signature
Apology letter sample Template

Dear _____(Name of the Recipient),

I would like to send across my apologies for_______ (What was the Reason for Apology). I should not have done that and behaved in such a childish manner. I cannot measured the pain it has given you but I would certainly like to mention that I am feeling guilty.

I am sure you would understand and forgive me for my reckless behavior. I hope that this one incident will not affect our relationship.

Once again please accept my sincere apologies.

Thanking You

Yours truly,

Name and Signature
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