

*Sender's Address*

*Date: \_\_\_\_\_*

*To,*  
*[Name and address of the Addressee]*  
*[Designation of Addressee]*  
*[Name of Company]*

*Subject: Apology letter*

*Dear Sir/Madam,*

*Body*

*Sincerely,*  
*[Sender's signature]*  
*[Sender's name]*  
*[Sender's contact details]*