*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]*