[Name of sender]

[Designation of the respective person]

To,

[Name of addressee]

Subject: Argument Apology Letter

Respected sir/madam,

This letter is to inform you that I [mention your name] the [mention your designation in the company] from [mention the name of the company or the organization] would like to apologize to [mention the name of the person to whom you are apologizing] from [mention the name of the company or the organization of the person to whom you are apologizing] because of the arguments that have occurred between our business deals.

This is not yours as well as our fault, it is the situation that made it look like it. The business deal which we are conducting has many ups and downs in the market due to which our employees get misunderstood by it and end up arguing with you.

There is some misunderstanding which is happening between our business deals. We would like to apologize for the argument that has happened and the inconvenience that you have faced in the meeting.

We will take care of it in the future and will try not to repeat it again. Kindly, look into the matter and resolve the misunderstanding. You are serving our company for so long and we hope this argument will not harm much in our business relationship.

For further queries, you can reach our management department at [mention phone number] or directly through an email [mention email address].

Thanking you

Yours faithfully

[Name of the sender]