
(Mention your name)

(Mention your address)

(Mention your contact information)

(Date)

(Mention name of the Recipient)

(Mention address of the Recipient)

(Contact Information of the Recipient)

Sub: Letter to apologize for any inconvenience

Dear (Name of the Recipient),

On the day of [mention the day of the event], you faced severe inconvenience because of [mention the details of the event]. I would like to apologize for the same as for being the part and reason for the event. Though it was entirely not my fault as it happened in my presence so I take complete responsibility for it.

Your approach was very sober instead you were under such terrible conditions. I never thought that a small carelessness will turn out into a big problem. But as I said it was my fault completely so I take the responsibility of compensating too. You and your family were kind enough towards me under the hazardous circumstances you and your family went through.

I am attaching a small token of compensation in the form of a check along with this letter. It's just a gesture to say sorry, no compensation can ever equal the kindness you showed. I hope you would oblige me and accept my apologies and continue with the same old bonding we had.

Sincerely,

(Hand-written Signature)

(Date)

(Notary or witness if required)