

ABC CONTRACTORS

123 Any Street
Anytown, US 00000
555-555-5555

Date

Name
Address
City, State Zip

Dear _____,

For several days I've done a lot of thinking about my behavior at (time and place). I am writing to offer an apology to you. Please believe that I deeply regret my actions and sincerely ask for your forgiveness. There is no excuse for what I did, but I assure you such behavior will never be repeated.

Name
Title