**Dear [Recipient],**

I am writing to express my regret for my actions on **[day of the event].** I accept full responsibility for my actions and their influence on you. I see that my words and actions have caused you significant distress, and I sincerely apologize.

I recognize that I should have handled the matter better and that my comments and actions were insensitive. I should have spent more time understanding your point of view and communicating with you more courteously and caringly. I'm sorry for not doing so.

Moving forward, I want to make atonement for my acts and am willing to go to any length to make things right. I am eager to meet with you to discuss the problem further and devise a strategy to make things right. I hope you can find it in your heart to forgive me.

Please understand that this is not who I am and that I will do all in my ability to guarantee that it does not happen again. I respect our relationship and hope we can continue collaborating in the future.

Sincerely,

[Your name]