**[Your Name]**

[Company Name]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I am writing this letter to apologize for my unprofessional behavior. I was very stressed because of the work pressure. However, I don’t think that it can be an excuse for my bad behavior. I know it’s very upsetting to see the disrespectful behavior from someone who should serve you.

I hope that you will forgive my bad behavior and ignore my mistake. Please forgive me this time and I hope that this will not affect our relationship. I assure you that I will surely not repeat this mistake.

I am looking forward to your reply.

Sincerely,

[Your Name]

[Title]