Date

Name   
Address

Dear Mr. John,

I am writing this letter to apologize for my bad behavior in the meeting held with ABC client on 5th November 2019.

I was very excited about acquiring this project and I had put all my efforts into the project proposal presentation. My bad behavior can only be attributed to that. In the meeting, when my team members were unable to justify their arguments to the client, I got agitated and frustrated. I thought we might lose the client. I became aggressive with my team and tried to provide relevant justifications.

I know this sort of behavior is unprofessional and I should not have talked to my team like that, especially in front of the client. That was a team proposal and should have been handled as a team.

I am extremely sorry about it. I realized my mistake as soon as I exited the meeting room. I highly apologize for my unprofessionalism and immaturity.

I ensure you that this type of behavior will never be repeated, and you will not hear a complaint against me.

Please, accept my apology.

Regards,

Jill Watson.