Mr. Green  
Manager accounts  
ABC Bank.

Mr. Harold  
Assistant manager  
ABC Bank.

Dated: 24th October 20XX

Subject: Apology for [X]

Dear Mr. Green,

Sir with due respect I sincerely apologize to you for having misunderstanding you. I had great hope that this time you will make me the project head and this was exactly what you had decided but unfortunately, I misunderstood you and thought that you had chosen James for the project lead instead. This misunderstanding led me to speak indecently with you for which I am sincerely sorry to you. I know that I should have calculated out the facts first then I should have reacted to it, but this was not the case.

Through this letter, I offer you my sincere apology for my misbehavior with you. You have been a great leader to me all this time and I wish to learn more from you in the future as well. I know that my behavior would certainly have upset you which I understand is quite normal for anyone.

Once again, I am sorry for my mistake. I assure you that in the future I will not cause any problem for you. Please accept my apology.

Yours Sincerely,

Mr. Harold  
Assistant Manager  
ABC Bank.