**APOLOGY LETTER FOR BAD BEHAVIOR**

**[Letter Date]**

**[Recipients Name]  
[Address line]  
[State, ZIP Code]**

Subject: Optional

Dear **[Recipients Name]**,

I am writing to you to express my deepest apologies for the bad behavior which I exhibited last weekend at our meeting.  
  
I know I may have overstepped some bounds, and hurt your feelings, and for that, I am genuinely sorry.  
  
Please allow me to make up for my wrong actions at our next meeting, the details of which are attached.

Sincerely,  
  
**[Senders Name]**