

## BEHAVIOR APOLOGY LETTER

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## Introduction

This letter is written when a person behaves badly with another person and wants to ask forgiveness to the other person for his stupidity. We all behave in a bad way when we get angry or lose control on ourselves.

However we later regret for that mistake and decide to ask an apology. Now an apology for a bad behavior can be asked in several ways and from the many the best way is by writing a letter. Writing a behavior apology letter is indeed very easy and the writer just needs to express his feelings in words and ask for apology.

## Behavior Apology Letter Tips

Here are some of the helpful tips to write a behavior apology letter

- Write the letter in a very nice way. Especially the language should be polite
- Address the person to whom you are writing the letter
- Do not make any spelling errors while writing
- Justify the reason for your bad behavior
- End the letter by asking for apology and promise to never act in the same way in future

## Sample Behavior Apology Letter

From,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: Behavior Apology letter

Dear Sir,

I am writing this letter to apologize to you for my rude behavior at the middle of the meeting. I know there were many managers and other superintendents present in the meeting but I suddenly lost my temper because of the stress that I was undergoing since few days due to some family issue. I am extremely sorry for my rude behavior and I understand I am solely responsible for spoiling my own image in front of the managers.

I know what I have done is not worth forgiveness but still I apologize to you and the whole team of managers from heart and assure you to not behave the same in future.

I hope after reading this letter you will forgive me and I assure you that such behavior will not be followed in the future.

Contact no :

Email id:

Thanking You

Yours truly,

Name and Signature

## Behavior Apology Letter Template

From,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject: Behaviour apology letter

Dear \_\_\_\_\_(Sir or Madam),

I would like to sincerely apologize for my behavior with our clients and subordinates on \_\_\_\_\_ (date of the occurrence). I can only attribute it to the high level of stress which I am facing due to some serious family problems. The way I behaved can affect the image of our organization and cause serious damage to our market reputation.

I know very well that this is not an excuse for my behavior at work. After all any professional person should always keep his personal and professional life separate. However, sometimes it is difficult to some family problems out of the mind and I am facing a similar situation right now. I assure you that I shall not repeat this mis-conduct in the future.

I genuinely and eagerly look forward to your open mindedness.

Thanking You

Yours truly,

Name and Signature

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