To

[The Recipient Name]  
[Designation]

**Subject: Apology letter for insulting**

Dear Sir,

Before writing this letter, I decided to meet you in person but couldn’t gather enough courage to face you. I am in a state of embarrassment since the day when I insulted you in front of the whole staff member. You are a kind-hearted person and have been our mentor who is always ready to help other colleagues. I admit my mistake and accept that I have exploited your kindness by means of my rude behavior. Now I am extremely remorseful and consider myself accountable for my inappropriate action.

Please accept my deepest apology for my insulting behavior toward you. This letter is not sufficient enough to explain my feelings of embarrassment, but I want to let you know that it all happened unintentionally. I was under a state of mental pressure and stress due to continuous and unstoppable work in the office.

I was arrogant and disrespectful that day but honestly speaking, I have never anticipated it to happen in front of you. You are my immediate boss, and this is my moral as well as first and foremost duty to respect you. Despite my arrogance, I still believe that you are a kind-hearted person and have a soft corner in your heart to accept my sincerest apology and forgive me. I am waiting for your response. Once again, I am sorry.

Sincerely,

[Your Name]  
[Designation]