

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for [briefly explain what you are apologizing for].

I understand that my actions may have caused [mention the impact of your actions], and I am truly sorry for any distress this may have caused you.

It was never my intention to [explain intentions or feelings].

I want to assure you that I am [describe any steps you are taking to rectify the situation or prevent it from happening again]. Your feelings are important to me, and I value our relationship greatly.

Thank you for your understanding and patience in this matter. I hope we can move forward from this and strengthen our relationship.

Sincerely,
[Your Name]