

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

AJ [Last Name]  
[AJ's Address]  
[City, State, Zip Code]

Dear AJ,

I hope this message finds you well. I am writing to sincerely apologize for [specific incident or behavior]. I understand that my actions may have hurt or disappointed you, and that was never my intention. Reflecting on the situation, I recognize that I could have handled things differently. [Briefly explain the context or your feelings about the situation]. Please know that I am truly sorry for any pain I may have caused.

Moving forward, I am committed to making amends and ensuring that this does not happen again. I value our relationship and would appreciate the opportunity to rebuild your trust.

Thank you for considering my apology. I hope we can discuss this further and find a way to move past it.

Warm regards,  
[Your Name]