

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[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 [specific reason for the apology]. I understand that my actions may have caused you [describe the impact of your actions], and I deeply regret any distress I may have caused.

I take full responsibility for my behavior and acknowledge that it was inappropriate. [Optional: Briefly explain the situation, if relevant, without making excuses]. Moving forward, I am committed to [mention any steps you plan to take to rectify the situation or prevent it from happening again].

Once again, I am truly sorry for any hurt I have caused. I value our relationship and hope that we can move past this incident. Please let me know if you would like to discuss this further.

Thank you for your understanding.

Sincerely,
[Your Name]