

[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 letter finds you well. I am writing to sincerely apologize for [mention the specific action or behavior that caused harm or offense]. I understand that my actions may have hurt you, and for that, I am truly sorry.

Upon reflection, I realize [briefly explain your understanding of the situation and its impact]. It was never my intention to cause pain, and I regret that my actions have affected our relationship.

I value our [friendship/working relationship/partnership] greatly, and I am committed to making amends. To demonstrate my sincerity, I plan to [mention any steps you're taking to rectify the situation or prevent it from happening again].

I hope that we can move past this and rebuild the trust that has been damaged. Thank you for your understanding and patience.

Sincerely,
[Your Name]