

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

Bharat [Last Name]
[His Address]
[City, State, ZIP Code]

Dear Bharat,

I hope this letter finds you well. I am writing to sincerely apologize for [specific incident or behavior that caused offense]. It was never my intention to hurt or upset you, and I deeply regret my actions.

I understand that [acknowledge the impact of your actions]. I want you to know that I am taking this matter seriously and am committed to making amends.

Please know that your feelings are important to me, and I value our relationship. I hope we can move past this and rebuild the trust that has been affected.

Thank you for taking the time to read this letter. I look forward to hearing from you soon.

Warm regards,

[Your Name]