

[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 [briefly explain the reason for your apology]. I regret that my actions have caused [explain the impact of your actions on the recipient].

I take full responsibility for my behavior and understand that it was unacceptable. I assure you that it was never my intention to [express any harm or inconvenience caused].

To rectify this situation, I [explain any steps you are planning to take or have already taken to make amends]. I value our relationship and am committed to ensuring that this does not happen again.

Thank you for your understanding and patience regarding this matter. I look forward to your forgiveness and hope we can move past this incident.
Sincerely,

[Your Name]