

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

CJ Smith

[Recipient's Address]
[City, State, Zip Code]

Dear CJ,

I hope this message finds you well. I am writing to sincerely apologize for [specific incident or action]. I realize that my actions may have caused you [describe any feelings or consequences].

I take full responsibility for my behavior and understand how it affected you. It was never my intention to [explain the negative impact].

I value our relationship and hope to make amends. [Offer any restitution or propose a way to reconcile]. Moving forward, I am committed to ensuring that this does not happen again.

Thank you for your understanding and patience. I look forward to hearing from you.

Warm regards,

[Your Name]