

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

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

Dear [Recipient's Name],

I am writing to sincerely apologize for [briefly explain the reason for your apology]. I understand that my actions may have caused [mention any impact or feelings of the recipient], and I deeply regret any discomfort or trouble I may have caused.

I take full responsibility for my actions and am committed to making amends. In order to rectify the situation, I have [explain any steps you are taking to resolve the issue or prevent it from happening again].

Thank you for your understanding and patience regarding this matter. I value our relationship and hope to rebuild your trust.

Sincerely,
[Your Name]