

[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 hope this letter finds you well. I am writing to sincerely apologize for [briefly explain the mistake or situation]. I realize that my actions have caused [describe the impact of your actions] and I deeply regret any pain or inconvenience I may have caused you.

I take full responsibility for my actions and understand how they may have affected our relationship. It was never my intention to hurt you, and I acknowledge that I should have acted differently.

Moving forward, I am committed to [explain any steps you plan to take to rectify the situation or prevent a recurrence]. Your feelings are important to me, and I hope to regain your trust.

Thank you for considering my apology. I appreciate your understanding and hope we can move past this.

Sincerely,
[Your Name]