

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, Postcode]

Dear [Recipient's Name],

I am writing to sincerely apologise for [specific reason for the apology]. I understand that my actions may have caused you [mention the impact, e.g., distress, inconvenience], and I take full responsibility for that.

[Explain briefly what happened and why it occurred, if appropriate.]

I value our relationship and regret any hurt I may have caused. I assure you that this was not my intention, and I am committed to [mention any steps you are taking to rectify the situation or prevent it from happening again].

Thank you for your understanding. I hope we can move past this and continue our relationship positively.

Yours sincerely,

[Your Name]