

[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 [specific action or situation], which I realize has caused [describe impact on recipient].

I take full responsibility for my actions and understand how they may have affected you. I regret [mention any specific consequences or feelings you caused] and genuinely wish I had handled the situation differently.

Moving forward, I am committed to [explain any steps you will take to rectify the situation or prevent future occurrences]. I value our [relationship/friendship] and hope to rebuild your trust in me.

Thank you for your understanding and patience. I appreciate the opportunity to make amends.

Sincerely,
[Your Name]