

[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 [specific incident or action]. I realize that my behavior may have caused you [describe how it affected the recipient], and for that, I am truly sorry.

I take full responsibility for my actions and understand that they were inappropriate. Please know that it was never my intention to hurt you or cause any distress.

I value our [friendship/relationship/work together], and it pains me to know that I have disappointed you. Moving forward, I am committed to making things right and ensuring that a situation like this does not happen again.

Thank you for your understanding and patience. I hope we can move past this and strengthen our [friendship/relationship].

Warm regards,

[Your Name]