

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to sincerely apologize for [briefly state the reason for the apology].

I understand that my actions may have caused [mention the impact on the recipient or situation]. It was never my intention to [explain your intention or perspective].

I take full responsibility for my actions and am committed to making amends. Moving forward, I will [describe any steps you are taking to rectify the situation or prevent it from happening again].

Thank you for your understanding and patience during this time. I truly value our [relationship/friendship/connection] and hope to move past this situation.

Sincerely,
[Your Name]