

[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 incident or action]. I understand that my actions may have caused you [mention feelings or consequences], and for that, I am truly sorry.

It was never my intention to [explain intent or misunderstanding], and I take full responsibility for my actions. I value our relationship and regret any discomfort I may have caused.

Moving forward, I am committed to [mention any steps you plan to take to rectify the situation]. I hope to earn your trust and forgiveness as we move past this.

Thank you for considering my apology. I am looking forward to your response.

Sincerely,
[Your Name]