

[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 message finds you well. I am writing to sincerely apologize for [specific incident or behavior]. I realize that my actions may have caused you [mention any impact or feelings] and I deeply regret that. Please know that it was never my intention to [explain what you meant to convey]. I value our relationship and understand how important it is to [mention any relevant points related to the relationship].

Moving forward, I am committed to [mention any actions you plan to take or changes you will implement]. I appreciate your understanding and hope to make amends.

Thank you for considering my apology. I look forward to reconnecting.

Sincerely,
[Your Name]