

[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 understand that my actions may have caused [mention any impact or feelings], and I am truly sorry for that.

It was never my intention to [explain briefly what happened]. I take full responsibility for my actions and understand how they may have affected you.

Moving forward, I am committed to ensuring that this does not happen again. [Briefly describe any steps you will take to rectify the situation].

Thank you for your understanding and patience. I value our relationship and hope to rebuild the trust that may have been lost.

Warm regards,
[Your Name]