

[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 am writing to sincerely apologize for [specific reason for the apology]. I understand that my actions caused [describe the impact on the recipient], and for that, I am truly sorry.

I take full responsibility for my actions and realize that I should have [mention what you should have done differently]. It was never my intention to hurt you, and I regret any pain or inconvenience I may have caused.

To make amends, I am [describe any actions you are taking to rectify the situation]. I hope that with time, you can forgive me and we can move forward.

Thank you for considering my apology. I value our relationship and hope to make things right.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]