

[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 letter finds you well. I am writing to sincerely apologize for [specific incident or behavior] that occurred on [date]. I understand that my actions may have caused you [discomfort/anger/other feelings], and for that, I am truly sorry.

In retrospect, I realize that [explain the situation briefly]. It was never my intention to [cause harm/offend you/other negative outcome], and I regret any distress I may have caused.

I value our relationship and want to assure you that I am taking steps to make sure this does not happen again. [Briefly outline the steps you will take or have taken].

Thank you for your understanding and patience in this matter. I appreciate your consideration and hope we can move forward from this incident.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]