

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company 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 issue]. It was never my intention to [explain what went wrong or hurt the recipient], and I deeply regret any inconvenience or distress that my actions may have caused.

I take full responsibility for my actions and am committed to making amends. [Briefly explain how you plan to rectify the situation or ensure it does not happen again.]

Thank you for your understanding and patience in this matter. I greatly value our relationship, and I hope to rebuild your trust moving forward.

Sincerely,
[Your Name]