

[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 reason for the apology]. I deeply regret my actions and the impact they had on you.

I understand that my behavior was inappropriate and may have caused you distress. I take full responsibility for my actions and assure you this was not my intention.

Moving forward, I am committed to [action you will take to rectify the situation] to ensure that this does not happen again.

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

Sincerely,
[Your Name]