

[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 message finds you well. I am writing to sincerely apologize for [specific incident or behavior]. I understand now how my actions may have affected you, and I deeply regret any pain or discomfort I caused.

[Explain the situation briefly and acknowledge your mistake.]

I take full responsibility for my actions, and I want to assure you that this is not reflective of my true feelings. [If applicable, mention any steps you are taking to rectify the situation or prevent it from happening again.]

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

Sincerely,  
[Your Name]