

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 action or situation]. I understand that my actions may have caused you [mention any feelings or consequences], and for that, I am truly sorry.

It was never my intention to [explain the unintended impact]. I deeply regret that my actions have affected our relationship and I take full responsibility for them.

Moving forward, I am committed to making amends and ensuring that such a situation does not happen again. I value our relationship and hope that we can move past this.

Thank you for your understanding and patience. I look forward to hearing from you soon.

Sincerely,
[Your Name]