

[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 situation or action that caused harm].

I realize that my actions may have caused you [mention the impact, e.g., confusion, hurt feelings], and for that, I am truly sorry. It was never my intention to [explain intent, if applicable].

To rectify this situation, I [mention any steps you are taking to make amends, if applicable]. I value our relationship and am committed to ensuring this does not happen again.

Thank you for taking the time to read my letter. I hope you can forgive me, and we can move forward positively.

Sincerely,  
[Your Name]