

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]
Jyothi [Last Name]
[Her Address or Location]

Dear Jyothi,

I hope this message finds you well. I am writing to sincerely apologize for [specific incident or behavior]. It was never my intention to [hurt or offend you, create discomfort, etc.], and I deeply regret any pain my actions may have caused.

I value our relationship and am committed to making amends. I understand that [acknowledge feelings or consequences], and I am taking steps to ensure that this does not happen again in the future.

Thank you for your understanding and patience during this time. I hope we can move past this and strengthen our bond.

Sincerely,

[Your Name]
[Contact Information]