

[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 incident or behavior].

I understand that my actions may have caused you [describe impact of the action, e.g., disappointment, frustration]. Please know that it was never my intention to hurt you or to create any difficulties.

I take full responsibility for what happened and I am committed to making amends. [Mention any steps you are willing to take or have taken to rectify the situation].

Thank you for your understanding and patience. I value our relationship greatly and hope we can move past this together.

Sincerely,
[Your Name]