

[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 message finds you well. I am writing to sincerely apologize for [specific incident or behavior]. I recognize that my actions may have caused you [hurt, inconvenience, disappointment, etc.], and for that, I am truly sorry.

Reflecting on the situation, I understand how my behavior [explain briefly how it affected them]. I take full responsibility for my actions and acknowledge that they were [inappropriate, unthoughtful, etc.].

To make amends, I am [explain any corrective actions you plan to take or have taken]. I value our relationship and am committed to ensuring that this does not happen again in the future.

Thank you for your understanding and patience as I work through this. I hope you can forgive me, and we can move forward positively.

Sincerely,
[Your Name]