

[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 [describe the situation or action that warrants the apology].

I understand that my actions may have caused you [describe the impact on the recipient], and I truly regret any distress I may have caused. Please know that it was never my intention to [explain any mitigating circumstances, if applicable].

To make amends, I [explain any steps you will take to rectify the situation]. I value our relationship and hope to rebuild the trust that may have been affected.

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

Warm regards,

[Your Name]
[Your Contact Information]