

[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 express my sincere intentions of forgiveness regarding our past interactions and any pain or misunderstanding that may have arisen between us.

Reflecting on our history, I realize that there were moments when my actions may have hurt you. I want to take responsibility for my part and extend my heartfelt apology. My intention was never to cause you distress, and for that, I am truly sorry.

I believe that forgiveness is an essential step towards healing, both for myself and for our relationship. Letting go of past grievances not only lightens our hearts but also allows us to move forward positively.

I forgive you for [specific incident or behavior], and I hope you can find it in your heart to forgive me as well. It's important to me that we can transcend this phase and nurture a healthier connection moving forward.

Thank you for taking the time to read my letter. I genuinely hope we can start anew with mutual understanding and respect.

Wishing you all the best,

Sincerely,

[Your Name]