

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to address some past actions of mine that have caused you pain and discomfort. Reflecting on our history, I realize that my choices were not aligned with the values I hold dear, and I deeply regret the impact they had on you.

I acknowledge the mistakes I made, particularly [briefly mention specific actions], and I take full responsibility for my behavior. I understand that my actions may have affected our relationship, and for that, I am truly sorry.

With this letter, I aim to express my sincere remorse and to open a dialogue about healing and moving forward. It is important to me that you know I have taken the time to reflect on my past and have made a commitment to grow from these experiences.

If you are open to it, I would appreciate the opportunity to discuss this further. Thank you for considering my apology. I hope to find a way to rebuild trust and foster a positive connection between us moving forward.

Warmest regards,

[Your Name]