

[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 [state the specific issue or incident]. I realize that my actions may have caused you [describe the impact of your actions on the recipient].

It was never my intention to [mention the intention behind your actions or words]. I take full responsibility for [acknowledge your mistake or behavior], and I deeply regret any pain or discomfort I have caused you. Moving forward, I am committed to [describe actions you will take to avoid repeating the mistake]. I value our relationship and hope to rebuild the trust that has been affected by my actions.

Thank you for taking the time to read this letter. I hope you can forgive me, and I look forward to hearing from you soon.

Sincerely,
[Your Name]