

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

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

Dear [Recipient's Name],

I am writing to sincerely apologize for [briefly explain the reason for the apology]. I understand that this may have caused [mention the impact of your actions], and I deeply regret any distress it may have caused you.

Please know that it was never my intention to [mention your intention or lack of intent]. I take full responsibility for my actions, and I am committed to making amends.

To rectify the situation, I plan to [mention any steps you will take to fix the issue]. I value our relationship and hope to rebuild your trust. Thank you for your understanding, and I hope you can accept my heartfelt apology.

Sincerely,  
[Your Name]