

[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 message finds you well. I am writing to sincerely apologize for [describe the situation or action that requires an apology].

I understand that my actions [explain the impact of your actions, how it affected the other person]. This was never my intention, and I deeply regret any pain or inconvenience I may have caused.

Please know that I have taken some time to reflect on this situation, and I am committed to [mention any steps you are taking to rectify the situation or prevent it from happening again].

I value our relationship and hope that we can move past this incident.

Please let me know if there is anything I can do to make amends.

Thank you for your understanding.

Sincerely,
[Your Name]