

[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],
Subject: Apology Letter

I hope this message finds you well. I am writing to sincerely apologize for [briefly explain the reason for the apology, e.g., my recent actions, misunderstandings, etc.].

I understand that my actions may have caused [explain the impact of your actions] and I take full responsibility for that. It was never my intention to [explain your intent], and I regret that my actions led to this situation.

I am truly sorry for any inconvenience or discomfort I may have caused you. As a token of my sincerity, I would like to [offer a resolution or step you will take to rectify the situation].

Thank you for your understanding and patience regarding this matter. I appreciate your consideration and hope to rebuild the trust that was affected.

Sincerely,
[Your Name]